



St.Nicks Alliance

Where Opportunity Grows

Resident Service Coordinator

St. Nicks Alliance (St. Nicks) is currently seeking a English-Chinese speaking **Resident Service Coordinator** to provide high quality services to residents of St. Nicks managed housing that will improve their economic self-reliance, independent living and full integration to community life. The position is under the supervision of the Senior Service Coordinator in the Community Preservation Department.

Responsibilities

- Schedule and perform home visits, appointments and walks-ins with St. Nicks' residents to access their family economic and social needs.
- Screen, enroll residents to programs & services to improve their economic self-reliance.
- Coordinate with Property Management team to identify residents in need of social service case management.
- Assist with design of outreach & educational materials for distribution to residents.
- Assist with the planning & implementation of recreational activities for households in St. Nicks' properties, including holiday celebrations, block parties and other events.
- Assist with the planning and facilitation of educational activities, including workshops and presentations aim to St. Nicks Alliance's residents in topics including financial wealth, health, green and healthy living and other topics that will promote economic self-reliance and independent living.
- Schedule and facilitate resident association meetings.
- Engage St. Nicks' residents into community organizing efforts affordable housing and environmental justice.
- Network effectively with local and city-wide organizations and agencies that provide programs and service that further residents' self-reliance.
- Assist with the maintenance of residents' files and database and reporting.

Qualifications/Requirements

- Minimum of one year experience on Community Outreach or Social Services
- Candidate must be fully Bi-lingual (English & Mandarin) prefer also Cantonese
- Ability to work with economic, cultural diverse population
- Familiarity with City's and Federal public benefit program- Desirable
- Excellent written and verbal communication skills
- Ability to work evenings and weekends as necessary

If interested, please send resume and cover letter (via email only) indicating salary requirements to:

St. Nicks Alliance

Attention: Mr. Rolando Guzman, Deputy Director of Community Preservation

Email: cpjobs@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 16,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.