



Resident Services Programming and Outreach Specialist (Part-Time)

POSITION SUMMARY:

Assist the two Resident Services Coordinators in planning and executing events and programming for over 600 families in Just A Start affordable housing communities. Contribute to residents' ability to maintain stable housing and thrive expanding programming options to encompass community connections, wellness, language access, and economic mobility. Serve as a backup for Resident Service Coordinators to ensure continuous service delivery. This is an in-person, on-site position on Mondays, Tuesdays, Thursdays, and Fridays, with occasional early evening hours during resident events.

KEY JOB ACTIVITIES:

- Help plan and execute community activities, including barbeques and holiday celebrations, and conduct outreach to boost attendance.
- Manage programming calendar for affordable housing portfolios, coordinating with speakers and instructors.
- Assist in surveys for resident feedback on programming and activities.
- Identify potential partners for community programs (e.g., food pantries, fitness classes, health initiatives, resident workshops).
- Maintain Salesforce records on program impact for residents, preparing reports as needed.
- Collaborate with Resident Services Coordinators to understand and address diverse resident needs.
- Act as a point of contact for residents during the absence of RSCs, providing basic support and assistance.

REQUIREMENTS:

- A minimum of three years of relevant work experience with low-income populations is preferred. Equivalent lived experience considered.
- Creative, with an interest in developing and growing programs to improve the quality of life for residents.
- Detail oriented.
- Effective communicator who can engage a wide range of stakeholders in multiple ways.
- Ability to work with a diverse group and establish strong professional relationships.
- Ability to work in a strengths-based empowerment model.
- Proficient in MS Office Suite.
- Ability to learn and use Salesforce.
- Bilingual in Spanish, Bengali, Amharic, Haitian Creole, or Hindi is preferred.

WORK REQUIREMENTS:

- This is a 20-hour per week.
- All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

JOB DETAILS:

- Ideal Start date: March 2024.
- Location: On-site at various Just A Start properties, Cambridge, MA.
- Work Hours: Mondays, Tuesdays, Thursdays, and Fridays, with occasional early evening hours during resident events.

SALARY AND BENEFITS:

The starting salary range is \$26 - \$28 per hour. In addition to a competitive salary, Just A Start offers paid time off, an employee assistance program and a 401k savings plan with a 3% employer contribution.

ABOUT JUST A START

Just A Start believes that access to stable housing and sustainable careers are the essential building blocks of equitable communities. For more than 50 years, we have focused on meeting the fundamental needs of individuals and families who have been systemically denied opportunities to realize their full potential. Our programs include affordable housing, education and job training, and comprehensive support services, spanning Cambridge and beyond. We have developed and currently maintain 600 affordable apartments. To keep community members housed, we also offer financial and technical assistance to prevent evictions and support low- and moderate-income homeowners. Finally, we prepare individuals of all ages and circumstances with the skills and knowledge they need to secure fulfilling careers, leveraging their talents to achieve economic mobility and strengthen the region's workforce.

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

A cover letter and resume are required for consideration.

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