



## Part-time Resident Services Coordinator

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Housing on Merit (HOM) was founded in 2011 and is a §501(c)(3) non-profit corporation. Our mission is to create a bridge to permanent affordable housing for vulnerable populations. We do this by forming long-term partnerships with developers who share our commitment to preserve and develop affordable housing. We build communities where residents can access support services and growth opportunities to maintain safe, stable housing, and make positive life changes.

**Title:** Resident Services Coordinator

**Salary:** \$13.25/Hour; 12 Hours per Week

**Immediate Supervisor:** Planning and Programming Coordinator

**Location:** Washington, D.C.

**Educational Requirements:** Associate's or Bachelor's Degree in Education (or related field)

**Language Requirements:** English

### **Experience Requirements:**

A minimum of one year of experience in the education and/or housing fields. The individual must possess excellent management, interpersonal, and writing skills and be organized, creative and effective. The successful candidate must have a demonstrated capacity for working with youth in an organized setting and thrive in an environment working with a multidisciplinary team of community organizations.

## **Essential Job Duties and Responsibilities:**

### *1. After School Site Supervision*

- Manage the Homework Help program. The Homework Help program provides an environment where school-aged children can drop in on their way home from school for homework completion and fun.
- Provide academic support in all subjects for students who need assistance. Observe and track students' progress and attendance through incentive systems.
- Reinforce positive student behavior and rules.
- Maintain positive relationships with all family members and site management team members and supervisors.
- Coordinate all program services, use of site facilities and equipment with the other site management team members and supervisors.
- Report any problems, student incidents, and concerns to supervisor or Executive Director.

### *2. Administrative*

- Accurately complete and submit reports by deadlines.
- Assist in recruiting and supervising volunteers.
- Assist in residential events.
- Attend appropriate internal and external meetings as assigned by supervisor.

### *3. Other*

- Perform other related duties and responsibilities as required.

## **Qualifications:**

- Experience teaching students and with all content areas at the elementary and/or middle school level.
- Culturally sensitive and respectful of diverse populations.
- Ability to relate to youth in a positive and creative way.
- Ability to communicate clearly, in an oral and written fashion.
- Knowledge of, and sensitivity to, the needs of low-income housing residents.
- Willing to secure appropriate fingerprint clearance and undergo a child abuse index check.
- Professional commitment to the mission of Housing on Merit.
- Ability to represent HOM in a professional manner.

**Language Ability:**

Ability to read and interpret documents and write routine reports and correspondence. Ability to speak effectively before groups.

**Math Ability:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have intermediate knowledge of Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and general research experience using internet search engines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must repetitively lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**Application Process:**

HOM is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should email Vivian Preciado at [vpreciado@housingonmerit.org](mailto:vpreciado@housingonmerit.org). Please write Resident Services Coordinator – Fort Chaplin in the email subject header as well as your full name and include a resume. No telephone calls please.