RESIDENT SERVICES COORDINATOR (LTE/PART-TIME)

Project Home, a non-profit agency, is looking for a Resident Services Coordinator to join our team. This position will be 20 hours a week and is responsible for working with our tenants at Prairie Crossing, a 48 unit apartment complex in the Allied Drive neighborhood.

JOB SPECIFIC QUALIFICATIONS:
- Must have excellent human relations skills and a genuine desire to help people.
- Experience in counseling or social work case management is preferred.
- Must be able to communicate with a wide range of people from diverse backgrounds.
- Computer skills are desired.
- Preferred candidate will be bilingual in Spanish and English.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Work with residents to help them succeed as tenants and improve their economic security.
- Link residents with community resources.
- Assist applicants and residents with filling out paperwork
- Organize our on-site community garden and food pantry
- Plan activities for the residents
- Compose a monthly newsletter
- Develop working relationships with agencies serving the Allied Drive neighborhood.
- Perform other related duties as assigned by Site Manager.

Please send your resume to:
Project Home, Inc.
Attn: HR Manager
1966 S. Stoughton Rd
Madison, WI  53716
E-mail: ashleye@projecthomewi.org
www.projecthomewi.org

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