



PART TIME RESIDENT SERVICES ASSISTANT

Status: Part-time (20/week), Non-Exempt

APAH is an award-winning non-profit affordable housing developer. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by six core values: compassion, integrity, collaboration, innovation, excellence and impact.

Summary Description

The Resident Services Assistant supports the Resident Service Team in promoting resident self-sufficiency by helping residents navigate partner agencies, identify resources in the community, and leverage program support. APAH's Resident Services Program focuses on financial stability, workforce development, community engagement, education, and health and wellness. The Resident Services Assistant supports the Resident Services Team with resident programs, special events, and various administrative tasks.

Key Responsibilities:

- Prepare and execute resident programs across APAH properties; includes coordination with partners and attendees, scheduling events, room set up, and material preparation
- Conduct outreach to residents by promoting evening classes/programs, workshops and special events through flyers and phone calls
- Assist with food distribution during weekly Arlington Food Assistance Center (AFAC) deliveries
- General administrative duties such as data entry, scanning and photocopying, and phone coverage
- Create and distribute flyers and other informational material
- Additional duties and special projects as assigned

Qualifications:

- Previous employment or internship experience with a human services agency or non-profit is a plus.
- Proficiency in Microsoft Office with an emphasis on Word and Outlook
- Experience with data entry and strong attention to detail
- Fluent in English; fluency in Spanish, Amharic or Mongolian a plus
- Access to a vehicle to facilitate events across various APAH properties
- Strong organizational and communication skills
- Outgoing, empathetic, good sense of humor and team spirit a must
- Appreciation for the APAH mission of providing affordable housing and improving the lives of residents

Expected Hours of Work:

This is a part-time, non-exempt position. The Resident Services Assistant will work 20-25 hours a week, Monday-Thursday, from 3:00pm-8:00pm with occasional weekend event support.

Physical Demands

- This is not strictly a desk job. Applicant will be on his/her feet and moving at walking speed for prolonged periods of time for resident services events.
- Project management includes using hands to type, handle or feel objects, tools or controls; talking to and hearing residents on the phone and reading documents.
- Occasionally lift and/or move up to thirty (30) pounds.
- Owning and operating a car required to travel to support APAH events across multiple properties

Salary

Commensurate with experience.

Equal Opportunity Employment

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

How to Apply

Please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.