

RESIDENT SERVICES COORDINATOR

Cruz Management Company is looking for a highly motivated, enthusiastic, organized, professional individual to oversee and provide service coordination for the residents of a large, scattered-site, HUD multifamily apartment community located in neighborhoods throughout Boston. Through education and referral, the Service Coordinator will support residents by assessing needs and linking residents and community members to local service providers. Implementation of educational opportunities, promoting health, well-being, employment training, cultural enrichment activities for youth and families, to encourage development and support of meaningful engagement between building residents and residents of the surrounding community.

Applicants should have a Bachelor's Degree in social work, gerontology, psychology or related field is preferable; a college degree is fully acceptable. Individuals without a degree but with appropriate work experience will be considered for hire. Other essential qualifications include but are not limited to:

- Organizational and budgeting skills;
- Excellent oral and written communication skills required, including experience in intergenerational communication.
- Work experience in conflict resolution and mediation;
- Strong computer skills and knowledge of MS Office and Excel spreadsheets are essential.
- Bilingual communication a plus

The position is full-time. The successful candidate must possess a valid Massachusetts driver's license and have the ability to work flexible hours.

At The Cruz Companies, we offer a competitive salary and great benefits package.

Interested candidates are invited to submit a resume and cover letter to: success@cruzcompanies.com

STRICTLY NO TELEPHONE CALLS, MAIL OR FAX INQUIRIES!