



INNOVATIVE HOUSING, INC.
CREATING SOLUTIONS TO UNMET HOUSING NEEDS

Family Resident Services Coordinator-40 hours/week

Innovative Housing, Inc. (IHI) is a non-profit, affordable housing developer. We provide housing for low and moderate income individuals and families and, because we recognize that quality, affordable housing requires more than just bricks and mortar, IHI invests in a vibrant Resident Services Program. Our Resident Services are designed to build community and help our residents maintain their housing stability, increase their quality of life, and access opportunities. IHI currently provides Resident Services to more than 600 households—over 1,200 people—at eleven housing sites in the Portland metro area. Learn more about Innovative Housing and its Resident Services program at www.innovativehousinginc.com

IHI is seeking a full time (40 hours/week) Family Resident Services Coordinator to facilitate programs and services at two housing sites in **NE Portland**. We are looking for an enthusiastic and self motivated individual who loves working with people (both adults and children) and is committed to IHI's mission. Experience with diverse racial and ethnic backgrounds is highly valued.

The Resident Services Coordinator facilitates weekly academic and social programming for youth, which includes:

- Coordinating and facilitating education based programs for youth of all ages including onsite early literacy and after-school programs at housing sites.
- Coordinating and facilitating teen programs designed to help teens and parents/caregivers navigate high school and access post-secondary opportunities.
- Facilitating on-site summer lunch and activity programs for youth.

Other responsibilities involve working with adults and whole families, including the following:

- Assisting residents in accessing social services, community resources, higher education, employment supports, etc.
- Providing financial education and resource management guidance to residents.
- Planning, publicizing and facilitating on-site community-building events and activities.
- Coordinating workshops that help residents develop skills and learn more about community resources.
- Identifying and maintaining community partnership that further support the success of residents (including schools, community based organizations,
- Participate in monthly staff and team meetings as well as organization-wide events
- Completing general office duties related to position in a timely manner (mailing, filing, phone calls, community outreach activities, etc.) as well as meeting expected monthly deadlines.
- Ability to travel throughout the Portland metro area and between housing sites on a frequent basis.

We're looking for an independent, self-motivated, creative and resourceful individual who is:

- Committed to IHI's mission.
- Experience working with ethnic, racial, and economically diverse populations including adults and youth.
- Familiar with local service agencies and community resources.
- Well organized, self-directed, strong interpersonal communication skills, and excellent time management skills.
- Willing to work a flexible schedule, including some evenings and weekends.
- Proficiency using Microsoft Office software (Word, Excel, Outlook) and general internet usage.
- Able to lift 50 lbs.
- Insured, has a valid driver's license, and a good driving record (this is required).
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Compensation \$35,000 annual salary and competitive benefits

If interested in applying, please send a cover letter and resume to employment@innovativehousinginc.com

Innovative Housing is an Equal Opportunity Employer and is committed to diversity in our workforce.

All qualified applications will receive consideration for employment without regard to race, color, religion, sex, or national origin.

People of color are encouraged to apply.