



JOB POSTING

Manager of Community Services December 2017

The Adams County Housing Authority is seeking a dynamic, professional, self-starter to join our Community Services team as a Manager of Community Services at our Home Office. This position will be an active member of the onsite team, working collaboratively with the Director of Community Services and other onsite staff to meet community needs and resolve resident issues. Identify human service and community building needs of residents to enhance quality of life. Develop strategies to link residents with needed services, including assistance in overcoming barriers that might impede access to services. Build community partnerships that bring services to the properties and the Center for Career and Community Enrichment (3CE) including a variety of activities/classes such as afterschool programs, homework help club, recreational activities, health and nutrition resources, computer classes, social events, and financial literacy classes to promote both individual and community development. When outside services are not available, may deliver those direct services when appropriate. Collect and record data to measure program outcomes. Continually works with ACHA Community staff to increase resident stability

Essential duties of the job include: answering compliance related questions, review of move-in and recertifications and respond to all emails; performing administrative duties as required; prompt follow-up to all leasing office staff at various communities, assist in planning and implementation of compliance related trainings.

Education/Experience:

Bachelor's degree in a field appropriate to the area of assignment AND one to two year' administrative/coordinate project experience, including supervisory experience; or Master's degree in a field appropriate to the area of assignment: Or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Youth Programing:

Experience working with "at risk" youth, youth program development, ability to create and relationships with neighborhood schools and youth serving organizations, and youth program execution and facilitation.

Please submit cover letter, resume and salary requirements to:

Adams County Housing Authority

Attn: HR

4430 S. Adams County Parkway, Suite W5000A

Brighton, CO 80601

Fax: 720-230-5017

Jobs@achaco.com

Compensation is commiserate with experience.

Adams County Housing Authority offers competitive compensation and an excellent benefit package which includes: medical, gap insurance, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association. ACHA provides, to the great extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.