



## **COORDINATOR OF RESIDENTIAL PROGRAMS @ PRES HOUSE APARTMENTS**

The Coordinator of Residential Programs (CRP) will work collaboratively with the Director of Community Initiatives (DCI) to provide leadership and momentum for residential programs at Pres House Apartments. The Coordinator will provide opportunities for residents to engage in meaningful community-based residential experiences. The Coordinator will be responsible for developing, promoting, planning, and evaluating many of the community and scholarship programs at Pres House Apartments. The Coordinator will interact proactively with residents to extend a warm and gracious welcome and build supportive interpersonal rapport. The CRP will report to, and receive support from, the Director of Community Initiatives. This is a full-time position. The CRP is not expected to live on-site.

CRP will develop activities and initiatives that align with and contribute to Pres House Mission outcomes, including:

- Offer residents an experience of gracious welcome and connection
- Invite residents to identify and use their gifts in and out of Pres House
- Improve the capacity of residents to interact with people different from them
- Invite residents to cultivate wellness in the community

CRP will share responsibility for documenting mission outcomes through photography, videography, resident narratives/stories, written observations, surveys, interviews, and other outcome measures. CRP will work alongside all Pres House staff to align work efforts with the mission, values, and objectives held by Pres House. Specific Responsibilities fall into three general areas and include:

### **BUILDING-WIDE PROGRAMS: Coordinate and align building-wide programs to support mission outcomes.**

- Offer programs in which residents experience welcome and connection (eg: move in and exam hospitality, community dinners, weekly tea, holiday or cultural celebrations).
- Coordinate opportunities for community engagement & service inside and outside Pres House.
- Plan and support opportunities for residents to learn about one another and foster connections and mutual respect (eg: cultural programs/holiday observances, guest speakers, political discussions, etc.).

### **RESIDENTIAL SCHOLARSHIP PROGRAMS: Coordinate PH Apartment Scholars, Community Engagement Opportunities (CEO), and Micro Communities**

- Promote programs to new and returning residents, including creating promotional materials
- Recruit and enroll residents and prospective residents
- Plan Kick Off and orientation programs
- Coordinate and plan all Scholars activities
- Coordinate Community Engagement Opportunities programs including orientation, communication, and points/tracking
- Serve as a resource, get reports, and assist with building-wide events for Micro communities
- Monitor scholarship program participation compliance

## **RESIDENT ENGAGEMENT**

- Reach out to residents from different backgrounds, including residents from different nationalities, religions, sexual orientations/gender identities, race and ethnicities, and economic circumstances to promote a sense of belonging and connection.
- Initiate program planning for resident social interaction and increase the sense of connection/community.
- Serve as a resource to residents experiencing concerns about their living situation (eg: roommate conflicts, mental health concerns, cross-cultural communication). Promote healthy communication, personal boundaries, respect, and responsibility among residents. Clarify Pres House policies and reinforce lease expectations.
- Assist Director of Community Initiatives with responding to crisis situations that affect Pres House Apartments and its residents.
- Coordination of Pres House Apartment Main Lounge schedule, reservations, and use.
- Develop residential leadership opportunities within Pres House Apartments that invite residents to contribute to community-wide planning and priorities.
- Serve as a mentor and advocate for residents as they develop and pursue life goals.
- Assist in marketing and promoting Pres House Apartments to prospective residents.

## **CANDIDATE QUALIFICATIONS**

This position requires a person with experience and enthusiasm working with college-aged young adults, willingness to take initiative and work independently on program planning, and an ability to work collaboratively to help achieve mission outcomes. Preference will be given to persons with strong cross-cultural competencies who are committed to inclusive practices. Bachelor's degree required.

Ideal candidate will have the following qualifications:

- Three or more years of experience working with young adults (eg: Residential Life, AmeriCorps, Peace Corps, University Student Activities, student organization leadership/advising, faith community Religious Education/formation)
- Confidence and experience interacting with people from diverse cultural and religious backgrounds
- Social media skills, verbal and written skills, ease using and learning software and technology
- Interest in and skills with photography and videography desirable
- Experience developing programs that build inclusive, respectful, engaging communities
- Experience planning and participating in community or volunteer service projects
- Excellent interpersonal communication skills and appropriate interpersonal boundaries
- Able to communicate in a clear, direct, professional manner
- Capacity to develop leadership opportunities for residents, including mentoring and guiding them
- Willing to work collaboratively toward problem solving and conflict resolution
- Open to learning and growing in this position

## **COMPENSATION:**

\$40,000-\$47,000 depending on experience and qualifications

403b retirement savings plan with employer contributions

Medical benefits

Flexible time off program

Flexible spending plan

Downtown parking

**Review of applications** will begin the end of January and continue until the position is filled. Send cover letter and resume to: [ginger@preshouse.org](mailto:ginger@preshouse.org) for consideration.