

Crosby Housing & Redevelopment Authority

Tenant Activities Coordinator

Status: Part-Time, Non Exempt
Supervisor: Housing Manager
Direct Report: Housing Specialist

Position Summary

The Tenant Activities Coordinator will be primarily responsible for the development, coordination, and implementation of events and activities to enrich the lives of residents of Crosby HRA. These activities may include educational seminars, health and well-being events, presentations by community-based resources, informational or motivational speakers, and other opportunities for social interaction among residents. These activities will contribute to overall housing satisfaction, improve living conditions, or enable residents to maintain successful tenancy and/or age-in-place.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Proactively develop and promote activities and events. This includes researching potential providers and speakers, scheduling events and activities, encouraging participation, attending and monitoring events.
- At least annually conduct a survey of residents to solicit feedback to use in development of future events and activities as well as post-activity inquiry.
- Record tenant participation in events and provide follow-up reports to management.
- Develop advertising and promotional materials to encourage attendance and participation in events and activities.
- Research HUD's Tenant Participation Funds for Public Housing uses and determine eligible expenses. Work with Housing Manager to develop and adhere to Activities budgets.
- Seek opportunities for continued training. Attend trainings and workshops to enhance skills related to service provision, community resource improvement, client work, and other related topics.
- Participate in monthly Resident's Council meeting as a staff liaison.
- Other duties as assigned.

Minimum Qualifications

High school diploma or equivalent plus one year's experience in activity coordination or related work or a combination of relevant education, training and experience that meets the requirement to successfully accomplish the assigned duties and responsibilities as determined by the Executive Director. Possession of a valid driver's license and access to reliable transportation.

Knowledge, Skills and Abilities

- Ability to effectively communicate.
- Ability to work with a diverse population.
- Knowledge of community resources and providers.
- Ability to resolve conflicts and negotiate effectively.
- At least a basic knowledge of common computer software and office machine operation.
- Ability to manage time effectively and maintain flexibility in scheduling and planning.
- Ability to write accurate reports, generate promotional materials, and communicate effectively with providers, staff, and residents.
- Ability to establish and maintain effective working relationships with resource providers, residents, staff and the general public.
- Strong interpersonal skills with an ability to work independently and as a team member.
- Professional, positive, and welcoming demeanor with a passion for providing exceptional customer service.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is required to talk, hear, have eyesight and have mobility enough to operate a variety of office machines, operate a vehicle and work in buildings with stairs and elevators. The employee frequently is required to bend/stoop, reach above shoulder level, push and pull. The employee is occasionally required to squat, crawl, climb, kneel and carry/lift up to 24 lbs.

This job description does not constitute an employment agreement or binding contract and is subject to change by the employer as the needs of the employer and requirements of the job change.