



# Job Announcement Palo Vista Gardens Job # 16-5574SF

**Position Title:** Services Coordinator  
**Property Name and City:** Palo Vista Gardens - Oakland  
**Position Type:** Full-Time  
**Compensation:** Depending on Experience

**Posting Date:** October 18, 2016

## COMPANY SUMMARY:

The John Stewart Company is a full-service housing management, development and consulting organization that began in 1978 with a commitment to providing high quality service in the affordable housing sector. We work to enrich the lives of our residents and employees, while delivering our services cost-effectively, efficiently and with the highest levels of professionalism, compassion, integrity and respect.

## SUMMARY OF THE POSITION:

Services Coordinator is responsible for the development and provision of supportive services at the property. The person in this position is expected to help implement and advise the Property Manager on overall service needs of the project and community and other resident activities.

## DUTIES & RESPONSIBILITIES:

- Serve as liaison/advocate with outside social and health agencies.
- Plan and conduct after-school programs for resident youth.
- Establish and work with residents' group to facilitate positive community relations.
- Advise Property Manager on overall service and recreation needs of residential community.
- Provide assistance with office duties as needed.
- Evaluate service programming as necessary.

## QUALIFICATIONS:

- Associate's Degree or equivalent accredited degree or professional certification is preferred.
- 5 years or experience in supportive service area. Experience working with low-income families, children, youth, seniors and disabled population preferred.
- Good interpersonal and organizational skills with the ability to work well with multi-cultural and multi-lingual population.
- Excellent communication skills, both verbal and written.
- Familiar with planning activities, locating outside support services.

**Email Resumes To:** [jscojobs@jsco.net](mailto:jscojobs@jsco.net)

**IMPORTANT NOTE!** In order to be considered for this position you *MUST* include the Job Reference #16-5574SF in the subject line of the email.



### An Equal Opportunity Employer

The John Stewart Company ("JSCO") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: JSCO will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.