

RESIDENT SERVICES COORDINATOR

The Greenfield Housing Authority is looking for a Resident Services Coordinator. The individual who holds this position will be responsible for planning and implementing the delivery of services to improve the quality of life of residents of the Greenfield Housing Authority. This is a 20 hour per week position with benefits. The position will be dedicated to the provision of educational, employment, and social service guidance and support, with the goal of fostering self-sufficiency. The individual in this position must have the ability to develop, implement, coordinate and monitor programs and activities designed to serve low income families and individuals. Comprehensive knowledge of and active working relationships with community agencies that provide social services, as well as job and skill development, recreational, educational, legal, health, and other services. Additional skills include demonstrated grant writing ability, strong interpersonal skills; strong written and verbal skills; ability to make public presentations and develop public relations materials.

A Bachelor's degree in social work, public administration, counseling or related field is preferred but experience may substitute for degree. 3-5 years direct experience delivering programs and supportive services designed to provide educational, recreational, social, and economic development to low income individuals and families. For a full job description email Jodi@greenfieldhousing.org or pick one up at the GHA office, 1 Elm Terrace, Greenfield, MA 01301. Please forward a Cover Letter and Resume to the above address attention Jodi Clough or Jodi@greenfieldhousing.org. Resumes will be accepted through May 19, 2019.