

SPARC, Inc. Resident Services Coordinator

Location: Costa Mesa, CA with required travel in California

Position Summary:

This is a full-time position working for a non-profit social services organization. The Resident Services Coordinator's role is to find and facilitate health and welfare programs for residents living in affordable housing communities.

Company:

SPARC, Inc. was created by Millennium Housing in 2007 to bring vital services and programs to the residents of its 20 predominantly low-income communities, throughout California.

To achieve this goal, SPARC partners with other nonprofits and organizations that specialize in services needed by our lower income residents. We provide our residents with direct access to information and social programs that take Millennium's housing program to another level.

Responsibilities:

- Report to the Director of SPARC.
- Create and facilitate programs for Millennium Housing residents including: back-to-school giveaways, after school programs, health fairs, holiday programs, clothing giveaways, food distribution, exercise programs, spring break programs, summer programs and more.
- Uncover new partnerships (and maintain existing partnerships) with community agencies and non-profit organizations.
- Attend resident meetings at Millennium communities and work with resident leaders on programs.
- Attend and present at community networking events, health fairs, and seminars.
- Create and post engaging social media content.
- Create flyers and marketing materials to promote events.
- Provide support to SPARC staff to enhance programs.
- Attend quarterly board meetings.

Required Qualifications:

- Bachelor's Degree.
- A minimum of 2 years of job experience.
- Excellent organizational skills.
- Good written and oral communication skills.
- A passion for helping others and finding new resources for people in need.
- Available to work evenings and weekends when needed.
- Able and willing to travel within California; this includes Central and Northern California.
- Independent worker who can contribute to the SPARC team.

Preferred Qualifications

- Spanish fluency is a plus, but not required.
- Prior experience in partnership building and/or event coordination.

- Ability to professionally communicate with diverse groups of people.
- Experience creating unique marketing materials.
- Volunteer experience.

Salary Range:

\$45,000-\$55,000 + full benefits (health, vision, dental) and 401K.

Please submit your cover letter and resume to Stacey Kazmierski at skaz@sparc-ca.org