

**East Lake Foundation  
Job Description  
Program Coordinator,  
Resident & Community Support Program (RCSP)  
July 2023**



<b>Position Information</b>	<b>Contact Information</b>
Position Title: Program Coordinator	Hiring Manager Name: Jennifer McCrary Hiring Manager Title: Director of Outreach & Engagement, East Lake Foundation
Date Requested: July 2023	Phone: (404) 679-5372 E-mail: <a href="mailto:jmccrary@eastlakefoundation.org">jmccrary@eastlakefoundation.org</a>
# of Positions Available: 1	All Applicants are subject to a CREDIT, CRIMINAL, BACKGROUND, and MVR SCREEN. Company offers excellent benefits and competitive compensation.

**POSITION SUMMARY:**

The East Lake Foundation (ELF) Resident and Community Support Program (RCSP) Coordinator will be a resource to the Villages of East Lake (VOEL) by supporting a coordinated effort to increase residents' use of programs and services offered by the East Lake Foundation and its East Lake partners. This position will be focused primarily on strengthening community health and wellness and youth engagement programming. It will also support economic stability efforts and all other programming managed by RCSP. The RCSP Coordinator will represent the East Lake Foundation's interest in providing VOEL residents with maximal resources to support their success. Accordingly, the RCSP Coordinator is considered a steward of both institutions – the East Lake Foundation and The Villages of East Lake and therefore is expected to always represent the best interests of both institutions.

The RCSP Program Coordinator will directly report to the Director of Outreach and Engagement.

**POSITION QUALIFICATIONS:**

The ideal Resident and Community Support Program Coordinator will possess and/or demonstrate the following attributes, achievements, and/or skills:

- a bachelor's degree from an accredited postsecondary institution.
- at least 3 years' experience with coordinating community programs
- strong verbal and writing skills.
- excellent presentation skills.
- strong interpersonal skills.
- self-motivated with the ability to work with little supervision.
- can-do attitude with the flexibility to adapt to changing community dynamics.
- discretion to review and maintain the privacy of confidential and/or proprietary materials

**SPECIFIC KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES:**

- Must be knowledgeable about youth development, community health and wellness.
- Proficient with workshop and training facilitation to target a diverse community.
- Able to work with community partners to build positive relationships and create a sense of safety and community among residents.
- Energetic and enthusiastic, some knowledge of event planning and support.
- Able to perform community outreach and actively participate in community events.
- Maintain a professional and cordial attitude towards residents, co-workers, volunteers, and community partners.
- Knowledgeable of data management and time management.

**EXPECTED RESULTS:**

- RCSP provides economic stability resources and community engagement activities for residents in the Villages of East Lake.
- RCSP consistently improves programs and processes to better serve residents and program partners.
- RCSP serves an increasing number of The Villages of East Lake residents for employment, educational

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and financial stability.

- Increased level of resident engagement in community activities to build a stronger network and sense of pride in the community.
- RCSP works to ensure that residents are actively engaged with community partners including, but not limited to, The First Tee – Metro Atlanta, East Lake Family YMCA, Drew Charter School, Sheltering Arms East Lake, East Lake Early Learning Academy, East Lake Healthy Connections, and East Lake Community Learning Garden.

**PRIMARY RESPONSIBILITIES:**

The Resident and Community Support Program Coordinator will be responsible for the following duties:

- Serve as a liaison between the East Lake Foundation’s Resident and Community Support Program (RCSP) and VOEL residents.
- Actively participate in all professional development training especially training relevant to the housing industry (ex. tax credit units, Atlanta Housing’s Moving to Work Catalyst program) to ensure that programs and services meet or exceed Moving to Work requirements.
- Develop and implement youth engagement and community wellness programming that supports the ELF and VOEL interest in creating and sustaining a safe, vibrant, and thriving community.
- Develop and implement community building (ex. Back to School Jam/ Annual Egg Hunt/resident Appreciation) programs and services that support the Foundation and The Villages interest in creating and sustaining a safe, vibrant, and thriving community.
- Serve residents by facilitating enrollment in existing economic stability programs and services.
- Support the East Lake cradle-to-college continuum by assisting the RCSP Manager with administrative support that ensures all children in The Villages of East Lake are fully engaged in the educational continuum (Drew Charter School, Sheltering Arms East Lake, East Lake Early Learning Academy at the YMCA).
- Assist the RCSP team in the data entry, and maintenance of the database pertaining to programs and support services offered to VOEL residents by RCSP.

*Plus, additional duties as required.*

**SECONDARY RESPONSIBILITIES:**

- Attend East Lake Foundation and community events, as needed

**WORK ENVIRONMENT:**

- Job requires flexible hours (including evenings and weekends) to meet the program’s needs.
- Some travel may be required

To express interest, send a resume and cover letter to Jennifer W. McCrary at [jmccrary@eastlakefoundation.org](mailto:jmccrary@eastlakefoundation.org).