



GREATER ALBUQUERQUE HOUSING PARTNERSHIP

Job Title: Enrichment Services Coordinator – ASL Fluent

Salary Range: \$25.00 - \$30.00 per hour

Summary of Responsibilities

The Greater Albuquerque Housing Partnership is seeking an Enrichment Services Coordinator who is responsible for providing supportive services at GAHP's multifamily housing developments. Preference is for someone that is familiar with the Deaf, Hard-of-Hearing and Deaf-Blind communities. We would like the applicant to be experienced and knowledgeable in the use of American Sign Language. Must have the ability to communicate with all populations, whether they can hear or not.

Essential Duties and Responsibilities

- Coordinate the delivery of social services and other events at GAHP apartment communities
- Determine the service needs of eligible residents; identify and link residents with available services
- Track resident attendance and monitor and evaluate the effectiveness of the provided services
- Support services reporting requirements of the property managers during inspections.
- Manage the property and the GAHP budgets allocated for enrichment services
- Assist with creation of flyers and other promotional materials for enrichment events; distribute and post fliers and posters as needed within GAHP properties and in surrounding neighborhoods
- Assist with weekly Food Pantry or other events as needed
- In coordination with the Director of Community Relations and the Enrichment Services Manager, represent GAHP in the planning and execution of joint initiatives with community and neighborhood partners

Knowledge Skills and Abilities

- American Sign Language (ASL) fluency required
- English/Spanish Bilingual preferred
- Flexibility to work some evenings and weekends
- Proficiency in digital marketing tools including graphic design and social media
- Excellent organization and interpersonal skills
- Excellent written and verbal communication skills

Education and/or Experience

- Bachelor's degree in human services, social work, or related field OR comparable professional and educational experience
- Minimum of two years' experience working in housing, homeless services, or social services
- People with lived experience of homelessness, housing insecurity, and/or mental health recovery are encouraged to apply

Physical Demands and Working Conditions

Work schedule will generally be during normal business hours, with some night and weekend work. Working conditions will generally be in an interior, climate-controlled environment, with some external work. Must be able to travel to job sites. Ability to lift or move 20-40 lbs.

Submit resume and cover letter to info@abggahp.org

GAHP an Equal Opportunity Employer and does not discriminate in its service practices or employment practices with regard to race color, religion, disability, gender, sexual orientation, age, or national origin.