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| <b>Job Title</b>          | Resident Services Coordinator (Part-time positions–working with seniors)   |
| <b>Employer/ Agency</b>   | Portfolio Resident Services  |
| <b>Job Description</b>    | Portfolio Resident Services is the nation’s leading provider of comprehensive resident services programs. The Resident Services Coordinator facilitates our program through classes and activities at a senior apartment community.  |
| <b>Qualifications</b>     | <ul style="list-style-type: none"><li>• Experience in education, social work, or a related field; Community involvement/volunteer experience in lieu of work experience will be considered;</li><li>• Must be available on average 2-3 days per week especially during afternoon hours;</li><li>• Excellent computer skills especially in MS Office;</li><li>• Must have home computer, access to email and capability to do light printing;</li><li>• Previous experience working with seniors desired.</li></ul> |
| <b>Salary/Hours</b>       | We offer competitive wages along with a variety of work schedules. Pay rate up to \$14 per hour depending on experience.   |
| <b>Address</b>            | 3701 Kirby Dr, Suite 860   |
| <b>City, State, Zip</b>   | Pasadena, TX and Webster, TX   |
| <b>Application Method</b> | Apply and obtain more details at <a href="http://www.portfolioresidentservices.org">www.portfolioresidentservices.org</a>  |
| <b>Opening Date</b>       | Immediately  |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.