

Part Time Position: Resident Services Coordinator, Charlotte Harbortown, Rochester, NY

www.hmrproperties.com

As a **Resident Services Coordinator** for our apartment community in **Charlotte Harbortown, Rochester, NY** you will be responsible for organizing resident events that help create a homey and welcoming environment at our communities. You will be an integral part of our team focusing primarily on resident retention, ongoing resident services programs and fostering positive relationships with our residents as well as community leaders.

To successfully fulfill your role as **Resident Services Coordinator**, you should expect to perform the following duties:

- Offer excellent customer service by understanding our residents' needs
- Prepares and distributes quarterly Community Newsletter.
- Organize weekly resident activities
- Organize and facilitate meaningful programs that are tailored to the needs of our residents
- Utilize available resources through local agencies and programs to maximize the services our communities offer.

Resident Services Coordinator Minimum qualifications:

- Creativity
- Ability to organize events and activities
- Must be energetic and enthusiastic
- Must be resourceful and able to adapt quickly to changing priorities
- Ability to maintain composure when dealing with difficult situations
- Experience working with children

Resident Services Coordinator Preferred Qualifications:

- College degree or equivalent work experience
- Previous experience working with children and young adults is a plus
- Excellent people and communication skills required
- Knowledge and understanding of Fair Housing regulations

Employee perks:

- Friendly and fun working environment
- Competitive Salary
- Comprehensive benefit package with health insurance
- Generous 401k plan
- Tuition reimbursement
- Fitness reimbursement
- Wellness program
- Opportunity for growth

Check us out at :

<https://hmrproperties.hirecentric.com/jobs/161023.html>

Don't delay! Send your resume today!

We are committed to ensuring diversity in its workforce and candidates from diverse backgrounds are strongly encouraged to apply. EOE