



Assistant Director, Resident Services

Baltimore, MD

AHC's mission is about improving the lives of low and moderate-income people who live in our community. The Resident Services Division of Greater Baltimore offers programs that will improve the quality of life for residents living at AHC-GB properties and strengthen the neighborhoods where these communities are located. Programs focus primarily on housing stability and financial capability programming for adults though limited programming is available for all ages. The Assistant Director supports the vision of the Resident Services division of AHC Inc. and delivers it for the Baltimore community.

Responsibilities include:

- Supervising and participating in the hiring & training of Resident Services staff (including interns, summer staff & program volunteers).
- Assessing community needs through community scans and developing and improving program delivery with primary emphasis on housing stability, financial wellness, health, and community building.
- Developing and maintaining partnerships within the Baltimore community.
- Assessing program needs and evaluating program effectiveness.
- Tracking of program data and providing regular reports.
- Working with public relations and fundraising staff to ensure that the programs are adequately marketed and supported.
- Other related duties.

Minimum requirements:

- Post-graduate degree in social work, public administration, or related field.
- 7 years' experience in community development and/or social work. Additional years of experience can be substituted for the post graduate degree.
- At least 7 years of supervisory experience.
- Strong interpersonal, communication and organizational skills.
- Strong motivation and the ability to work independently but also as a team player with various partners.
- Robust knowledge of resources and working relationships with Baltimore City and County governments, and community organizations strongly preferred.
- Knowledge of federal and foundation grants monitoring and reporting (e.g., HUD Service Coordinator grant program).
- Experience working with diverse populations in terms of race, ethnicity, country of origin, age, and economic status.
- Software skills in MS Office.

For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org or visit & apply on our website www.ahcinc.org, under the 'About Us' tab. EOE