

# **HOUSING AUTHORITY OF THE CITY OF SUMMIT**

## **PART-TIME ACTIVITIES COORDINATOR**

### **JOB POSTING**

#### **POSITION SUMMARY STATEMENT**

The Part-Time Activities Coordinator will plan, organize, and implement recreational, educational, and social activities for residents of the housing authority. This role is designed to promote community engagement, enhance resident quality of life, and support the overall mission of the housing authority. The Activities Coordinator will collaborate with staff, residents, and community partners to deliver engaging programs and events.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop, schedule, and coordinate activities for residents of all ages (children, adults, seniors)
- Plan and facilitate community events, workshops, classes, and social gatherings
- Promote resident participation through outreach, flyers, and announcements
- Maintain records of attendance, feedback, and activity outcomes
- Coordinate volunteers and community partners as needed
- Ensure activities comply with housing authority policies and safety standards
- Monitor activity budget and assist with purchasing supplies as needed
- Provide a welcoming and inclusive environment for all residents

#### **QUALIFICATIONS/SKILLS**

- High school diploma or GED required
- Experience planning or coordinating activities, events, or programs preferred
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Comfortable working with diverse populations
- Basic computer skills (email, Word, Excel)
- Ability to work flexible hours, including occasional evenings and weekends

#### **PREFERRED QUALIFICATIONS**

- Experience working in a housing authority, community center, or nonprofit setting
- Experience working with seniors or youth

#### **To Apply:**

Qualified applicants should email their cover letter and resume to Jacqueline Gray, Executive Director, at [jgray@summitnjha.org](mailto:jgray@summitnjha.org). The application period closes on February 19, 2026.

*Housing Authority of the City of Summit is an Equal Opportunity Employer*