



COORDINATOR OF RESIDENTIAL PROGRAMS **at PRES HOUSE APARTMENTS**



The Coordinator of Residential Programs (CRP) will work collaboratively with the Director of Residential Community (DRC) to provide leadership and momentum for residential programs at Pres House Apartments. The Coordinator will provide opportunities for residents to engage in meaningful community-based residential experiences. The Coordinator will be responsible for promoting, planning, and evaluating many of the community and scholarship programs at Pres House Apartments. The Coordinator will interact proactively with residents to extend a warm and gracious welcome and build supportive interpersonal rapport. This is a full-time, hourly position. The CRP is not expected to live on-site, but will work occasional evenings and Saturdays. The CRP will report to, and receive support from, the Director of Residential Community.

The CRP will coordinate activities that align with and contribute to the Pres House Mission objectives, including:

- Offer residents an experience of gracious welcome and connection
- Provide opportunities for residents to reflect on and deepen their core values
- Invite residents to identify and use their gifts within and outside of Pres House Apartments
- Improve the capacity of residents to interact with people different from them
- Invite residents to cultivate wellness in community

CRP will share responsibility for documenting mission outcomes through photography, videography, resident narratives/stories, written observations, surveys, interviews, tracking resident program participation, and other outcome measures. CRP will work alongside all Pres House staff to align work efforts with the mission, values, and objectives held by Pres House. Specific responsibilities fall into three general areas and include:

BUILDING-WIDE PROGRAMS: Coordinate and align building-wide programs to support mission outcomes.

- Offer programs in which residents experience welcome and connection (eg: move-in welcome party and exam week hospitality, monthly community dinners, weekly tea/coffee, holiday and cultural celebrations).
- Coordinate opportunities for community engagement & service inside and outside Pres House.
- Promote physical and mental wellness through building-wide programs.
- Plan and support opportunities for residents to learn about one another and foster connections and mutual respect (eg: cultural programs/holiday observances, guest speakers, discussions, etc.).

Goals:

- Engage 95% of residents in at least one community program or activity during each academic year
- 75% of residents report making at least one new friend / significant connection through PH Apartment programs
- 50% of residents report having opportunity to interact with someone different from them through a PH Apartment program
- 50% of residents report making at least one new friend or significant connection through PH
- 50% of residents report learning a new wellness practice that they have repeated on their own or continued

RESIDENTIAL SCHOLARSHIP PROGRAMS: Coordinate PH Apartment Scholars, Micro-Communities, and co-coordinate Community Engagement Opportunities (CEO) with the DRC.

- Promote programs to new and returning residents, including creating promotional materials.
- Recruit, interview, and enroll residents and prospective residents.
- Plan Kick-Off and orientation sessions for each program.
- Coordinate and plan all monthly Scholars activities and track their service points.
- Supervise all Micro-Community groups, coordinate orientation, check-in regularly, get reports and assist with building-wide Micro-Community events, process group reimbursements
- Co-Coordinate Community Engagement Opportunities programs with the DRC including orientation, communication, and tracking/auditing points.
- Monitor scholarship program participation compliance.

Goals:

- Engage 55% or more of residents each year in an intentional living scholarship program
- 50% of residents can identify and reflect on their core values and guiding principles
- 55% of residents report being supported and incentivized by Pres House to engage in community & civic service
- 45% report having an opportunity to reflect on life purpose, goals, and aspirations through PH Apt programs

RESIDENT ENGAGEMENT:

- Reach out regularly to residents from different backgrounds to promote a sense of belonging and connection.
- Assist in building wide communications, including: weekly emails, use of bulletin boards, and social media posts on Facebook and Instagram.
- Plan programs that support resident social interaction and increase the sense of community.
- Serve as a resource to residents experiencing concerns about their living situation (eg: roommate conflicts, mental health concerns, cross-cultural communication). Promote healthy communication, personal boundaries, respect, and responsibility among residents. Clarify Pres House policies and reinforce lease expectations.
- Assist the Director of Residential Community with responding to crisis situations that affect Pres House Apartments and its residents.
- Coordination of Pres House Apartment Main Lounge schedule, reservations, and use.
- Develop residential leadership opportunities within Pres House Apartments that invite residents to contribute to community-wide planning and priorities.
- Serve as a mentor and advocate for residents as they develop and pursue life goals.
- Assist in marketing and promoting Pres House Apartments to prospective residents.

Goals:

- 95% of survey respondents describe PHA programs and staff as welcoming
- 40% of residents report learning something about a different culture through a PHA program
- 75% of residents report being more confident in their ability to have healthy interactions with peers

OTHER ADMINISTRATIVE EXPECTATIONS:

- Monitor parking violations on site and contact police for ticketing when able
- Maintain records for work related financial expenditures, including tracking and allocating receipts to appropriate budget categories
- Maintain time-sheet and log of work activities
- Attend weekly meetings with Pres House staff and also direct supervisor

POSITION EXPECTATIONS

This position requires a person with enthusiasm for working with college-aged young adults; willingness to take initiative and work independently on program planning; and an ability to work collaboratively to help achieve mission outcomes. Coordinator will demonstrate or develop strong cross-cultural competencies and be committed to inclusive practices. Coordinator will hold, at a minimum, a Bachelor's degree.

Coordinator for Residential Programs should demonstrate:

- Confidence and experience interacting with people from diverse cultural and religious backgrounds
- Social media skills, verbal and written skills, ease using and learning software and technology
- Interest in and skills with photography and videography desirable
- Capacity for developing programs that build inclusive, respectful, engaging communities
- Ability to plan and participate in community or volunteer service projects
- Excellent interpersonal communication skills and appropriate interpersonal boundaries
- Ability to communicate in a clear, direct, professional manner
- Capacity to develop leadership opportunities for residents, including mentoring and guiding them
- Willing to work collaboratively toward problem solving and conflict resolution
- Open to learning and growing in this position, including willingness to accept and respond to feedback on job performance.

REQUIRED QUALIFICATIONS:

- Bachelor's (BA) Degree
- Must be authorized to work in the United States

PREFERRED QUALIFICATIONS:

- Proficiency in social media platforms
- Proficiency in Canva or other design software
- Experience in event planning, group facilitation & leadership

COMPENSATION & BENEFITS:

\$23/hour anticipated compensation rate, depending on experience and qualifications.

Also includes: 403b retirement savings plan with employer contributions + match; flexible time off; medical benefits; life insurance; a flexible spending plan; and downtown parking.

Send a cover letter and resume to: manato@preshouse.org for consideration.

Review of applications will begin March 1st and continue until the position is filled.

All candidates will be required to complete a background check prior to employment.

PRES HOUSE

[Pres House](#) is a non-profit organization at the University of Wisconsin Madison operating under the auspices of the Presbyterian Church, U.S.A. Pres House hosts a student church and campus ministry, operates private housing in a 51 unit apartment building ([Pres House Apartments](#)), and sponsors a holistic wellness program for UW students ([Candid](#)), to support the spiritual, emotional, and intellectual growth of the UW-Madison campus community. Pres House is an open and affirming community where the full diversity of people are welcome. Members of our community are from various backgrounds and perspectives including diverse religious traditions (or none), socio-economic status, racial-ethnic identities, political affiliations, gender identities, sexual orientations, and more.

PRES HOUSE APARTMENTS

Approximately 220 young adults come home to Pres House Apartments each year. PH Apartments is owned by the Presbyterian Student Center Foundation (Pres House); leasing and maintenance is managed by Forward Management. Pres House is committed to supporting opportunities for all residents to connect, learn and grow. Over the past ten years, engagement in our scholarship programs has grown from less than 10% to 55% of residents and more than \$1 million in scholarships have been given to residents. Currently, residents can participate in one of seven distinct scholarship programs that include living-learning projects, community and service engagement, a gender and sexuality group, wellness programs, a sober living program, and a vocational reflection program.