



35 YEARS of Housing Security | Financial Stability | Community Success

POSITION ANNOUNCEMENT
Resident Services Coordinator – Prince George’s County
Full-Time (37.5 hours/week)
Bladensburg and Clinton, Maryland

ABOUT HOUSING INITIATIVE PARTNERSHIP (HIP):

Housing Initiative Partnership, Inc. (HIP) is a mission-driven nonprofit organization with over 35 years of experience developing innovative affordable housing, revitalizing neighborhoods, and empowering individuals and families to achieve their housing and financial goals. Our vision is that every person lives in high-quality, affordable housing in a thriving community. To date, HIP has developed more than 600 multifamily rental units and 125 affordable homes for purchase by low- and moderate-income families. As a full-service, bilingual HUD-certified Housing Counseling Agency, HIP has supported over 40,000 clients. Our Resident Services Program is CORES-certified and reflects our deep commitment to resident well-being and housing stability.

HIP operates offices in Hyattsville (Prince George’s County) and in Germantown and Gaithersburg (Montgomery County), Maryland.

POSITION SUMMARY:

This Resident Services Coordinator plays a vital role in enhancing the quality of life for residents across three affordable housing communities in Prince George’s County:

- Birchwood at Newton Green (Bladensburg) – 78 senior households
- Bladensburg Commons (Bladensburg) – 100 family households
- Residences at Springbrook (Clinton) – 90 senior households

This position is responsible for designing and implementing resident-centered programs that foster community, support stability, and promote economic mobility. Programming is shaped by resident input and focuses on building connections, improving well-being, and expanding access to resources and opportunities.

The Coordinator will develop strong relationships with residents, collaborate with property management, engage community partners, and oversee volunteers. A growing priority of this role is advancing financial capability through coaching, education, and resource connection.

KEY RESPONSIBILITIES:

Resident Engagement & Community Building

- Build strong, trusting relationships with residents across all communities
- Foster a sense of belonging and shared community through inclusive programming
- Support and develop resident leadership and engagement initiatives



Housing Initiative Partnership, Inc. | 6525 Belcrest Rd., Ste. 555 | Hyattsville, MD 20782

p: (301) 699-3835 | f: (301) 699-8184 | www.HIPhomes.org



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Program Development & Service Coordination

- Assess resident needs and coordinate responsive programs and services
- Plan and implement activities such as health and wellness programs, financial literacy workshops, youth programming, and community events
- Evaluate program effectiveness and adjust offerings based on feedback and outcomes

Case Management & Resource Navigation

- Provide general case management, referrals, and follow-up support
- Assist residents with applications for benefits and services (e.g., energy assistance, SNAP, Medicare, Social Security, tax credits)
- Maintain a comprehensive and up-to-date resource directory

Partnerships & Collaboration

- Build and maintain relationships with service providers and community partners
- Collaborate closely with on-site property management to identify and support residents in need
- Screen and coordinate external service providers delivering on-site programming

Communication & Administration

- Communicate regularly with residents through newsletters, calendars, and outreach materials
- Maintain accurate, confidential case notes and program records
- Track participation, engagement, and outcomes
- Prepare and submit monthly reports

Volunteer Management

- Recruit, train, and supervise volunteers
- Cultivate partnerships to sustain volunteer engagement

Other Duties

- Demonstrate flexibility to meet community needs, including occasional evening and weekend activities
- Perform additional duties as assigned

WORK LOCATIONS & SCHEDULE:

The Coordinator will maintain a regular on-site presence at each community:

- Birchwood at Newton Green – ~15 hours/week
- Residences at Springbrook – ~15 hours/week
- Bladensburg Commons – ~7.5 hours/week

Typical Schedule: Monday–Friday, 9:00 AM–5:00 PM

Evening and weekend hours are occasionally required based on programming needs. A consistent schedule will be established in coordination with the Executive Director.

QUALIFICATIONS:

Required

- Minimum of one (1) year of experience in social services, community programming, or a related field
- Demonstrated ability to work effectively with diverse populations



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- Strong interpersonal, organizational, and communication skills
- Ability to manage multiple priorities and work both independently and collaboratively
- Proficiency in Microsoft Office Suite
- Reliable transportation to travel between sites

Preferred

- Certification as a Financial Coach and/or HUD-Certified Housing Counselor
- Experience in nonprofit housing, community development, or resident services
- Experience working with seniors
- Bachelor's degree in a related field

PHYSICAL REQUIREMENTS (ADA SPECIFICATIONS):

This position is primarily sedentary but requires regular movement between and within residential communities. Occasional bending and lifting of up to 10 pounds may be required.

SALARY & BENEFITS:

Salary range: \$60,000–\$65,000, commensurate with experience

HIP offers a competitive benefits package, including:

- Health, dental, and vision insurance
- Retirement 401K plan
- Long-term disability coverage
- Generous paid vacation and sick leave

HOW TO APPLY:

Please submit a cover letter and resume via email to:

Stephanie Prange Proestel, Executive Director: sproestel@hiphomes.org

EQUAL OPPORTUNITY EMPLOYER:

Housing Initiative Partnership, Inc. is an equal opportunity employer committed to creating an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or veteran status in accordance with applicable federal, state, and local laws.

HIP is also committed to providing reasonable accommodations to qualified individuals with disabilities throughout the hiring process and in employment, in accordance with applicable laws.

