Community Services Foundation

Enhancing the Lives of Residents

ABOUT US

Community Services Foundation (CSF) understands that the communities we work with are more than just bricks and mortar. These communities are about people those who live and work there.

We are a nonprofit organization whose mission is to enhance the lives of residents living in managed communities by providing structured services, activities and programs for residents and the communities. We envision a world where our property based programs enhance the lives of residents and prepare them for a happier and more productive future with an improved quality of life.

We're looking for team members who share our vision and mission for the future. If that's you, give us a call or visit our website to submit an application

If you are interested, please contact our office at (301) 925-4251 or email us at hr@csfnd.org.

WE ARE HIRING!

Available Positions

Job Title: Site Coordinator

Department: Program Department

Job Descriptions: The position focus includes ensuring that Community Center's programs and services are executed as directed. The Site Coordinator is responsible for the supervision of the Assistant Site Coordinator and, for adhering to the guidelines and regulations established by CSF.

Job Title: Assistant Site Coordinator

Department: Program Department

Job Descriptions: The Assistant Site Coordinator will assist Community Services Foundation to accomplish its mission and vision. The position focus includes ensuring that the Community Center's programs and services are executed as directed. The Assistant Site Coordinator is responsible for the day-to-day operations for all programs and adhering to the guidelines and regulations established by CSF.

Job Title: Adult & Senior Coordinator

Department: Program Department

Job Descriptions: The Adult & Senior Program Coordinator assists in providing residents with life-skills resources and services focusing on individual needs and goals; assists in providing meaningful and structured educational, cultural and recreational opportunities designed to enrich the quality of their leisure time in a safe and secure environment.

Job Title: Administrative Assistant

Department: Administration Department

Job Descriptions: The Administrative Assistant position is an integral part of supporting the program and administrative operations of Community Services Foundation (CSF). The position serves as a primary interface with callers, visitors, program partners, prospective employees, etc. and incumbent must exhibit strong customer service and execution skills.

Job Title: Finance Assistant

Department: Accounting and Finance Department

Job Descriptions: The responsibilities of a finance assistant include processing payments, updating financial records, and managing invoices. A successful finance assistant should have strong knowledge of bookkeeping and accounting principles, good organizational skills, great interpersonal and communication skills, good experience with Excel and working knowledge of accounting software is a plus.

Community Services Foundation is an equal opportunity employer

ABOUT US

Community Services Foundation (CSF) understands that the communities we work with are more than just bricks and mortar. These communities are about people those who live and work there.

We are a nonprofit organization whose mission is to enhance the lives of residents living in managed communities by providing structured services, activities and programs for residents and the communities. We envision a world where our property based programs enhance the lives of residents and prepare them for a happier and more productive future with an improved quality of life.

We're looking for team members who share our vision and mission for the future. If that's you, give us a call or visit our website to submit an application

If you are interested, please contact our office at (301) 925-4251 or email us at hr@csfnd.org

WE ARE HIRING!

Available Positions

Job Title: Database Administrator and I.T. Technician

Department: I.T. Department

Job Descriptions: The Database Administrator is responsible for storing and managing data in the Social Solution Apricot software to provide a seamless flow of information throughout the organization, considering both backend data structure and frontend accessibility for end-users. The Database Administrator will maintain the database to ensure its consistent efficient and precise operation 24 hours per day.

Job Title: Program Director (PD)

Department: Program Department

Job Descriptions: The focus of this position is the development, expansion, implementation and evaluation of CSF's' program initiatives. In conjunction with the Vice President, the Programs Director assists in the development of an overall program strategy for the organization and oversees development and implementation of assigned program activities.

Job Title: Academic Director

Department: Program Department

Job Descriptions: The focus of this position is curriculum development, instruction implementation, student and teacher assessments, and professional development for academic staff. The AD is responsible for the effective delivery of all educational programs for Community Services Foundation (CSF) 21st Century Community Learning Center (CCLC) Out of School Time (OST) program and support of the CSF Program Team.

Job Title: IEP Coordinator

Department: Program Department

Job Descriptions: The IEP Coordinator will oversee all aspects of the special education IEP team process for the program department. They will ensure CSF is in compliance with all state and federal regulations, special education data is collected and updated in a manner that meets all compliance expectations in accordance with specific state and/or LEA specifications.

Community Services Foundation

6602 Greig Street (Physical Address)
6606 Greig Street (Mailing Address)
Seat Pleasant, MD 20743
Phone: (301) 925 - 4251
Email: hr@csfnd.org | Web: www.csfnd.org

Community Services Foundation is an equal opportunity employer