

# Jewish Renaissance Foundation

## Job Description

<b><u>Title:</u></b>	Program Assistant
<b><u>Program:</u></b>	SBYSP
<b><u>Location:</u></b>	Perth Amboy High School
<b><u>Reports To:</u></b>	Program Director
<b><u>Shift/Hours/Days:</u></b>	Monday-Friday 8am-4pm and some weekend and evening hours for events
<b><u>Salary Range:</u></b>	\$28,000-\$30,000/Annually

### **Who We Are:**

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year providing support services in the areas of Community Development, Youth and Family Services, Employment Training, Education and Childcare, and Healthcare Services.

### **Job Summary:**

The Program Assistant will be responsible for providing administrative and program support in a fast paced school environment to all SBYSP staff. The qualified candidate will be the first point of contact for all visitors so this individual must be able to assist in the implementation and preservation of a youth-centered environment that encourages positive social interactions, active engagement in the program, and promotes development in all domains. This individual will also oversee all aspects of the Peer Mediation Program. This position reports to the SBYSP Program Director.

### **Responsibilities:**

- General administrative/clerical duties including but not limited to answering phones, greeting participants/visitors, handling correspondence pertaining to program, copying, faxing, scheduling appointments, etc.
- Responsible for registering every student visitor and ensure scheduling with respective team member.
- Provide students with guidance regarding the opportunities and assistance provided through SBYSP.
- Maintain participant database, timely and accurate data collection/recording, using program's management information system.
- Assemble participant's charts and ensure they are accurate and up-to-date.
- Assist students with registration process and ensure consent forms are properly filled out.
- Set up and coordinate meetings individually or in groups.
- Assist in planning and preparing program events and materials.
- Attend and record minutes for all SBYSP Staff meetings.
- Exhibit a positive and upbeat attitude while working in a fast-paced environment.
- Display a strong commitment to education and to services that are trauma and resilience based.
- Co-facilitate mediations to resolve conflicts between students.
- Supervise and administer the Peer Mediation Program operations, including:
  - Coordination of peer mediators and schedules
  - Serving as a resource for students during mediation sessions
  - Managing intake and follow-up procedures for Peer Mediation and Conflict Resolution
  - Maintains continued program evaluation and reporting
  - Coordinates and assists with continued training and enrichment of the peer mediators throughout each academic year.
  - Works closely with students to develop and implement new programming and promotion ideas.
  - Coordinates school-wide events promoting conflict resolution and raising awareness for the program.

- Champions for the widespread use of peace-making and problem-solving principles.
- Cultivates family and community support by working closely with school administration, staff, parents and broader community to maintain and sustain the program.
- Maintain RSVPs for our youth programs, coordinate use of projector /audio-visual equipment
- Order and maintain inventory, supplies and materials.
- Participate in recreational activities and educational workshops as a chaperone and/or driver.
- Attend all Staff meetings, retreats, committee meetings, and any other mandatory agency-wide meetings.
- Other duties as assigned.

**Qualifications:**

- Two years secretarial/administrative support experience in nonprofit or academic environment
- Proficiency and high comfort level with Microsoft Office Suite preferred (MS Word, Excel, Power Point, and Outlook)
- Experience utilizing Google Drive and Adobe InDesign features a plus.
- NJ driver's license preferred.
- Comfortable with typical office equipment such as copiers, printers, projectors and sound systems a plus.
- Ability to read, interpret, and prepare documents, reports, correspondence, instructions, and social media posts.
- Ability to interpret a variety of instructions furnished in written and/or oral form.
- Ability to effectively present information and respond to questions from parents, students, administrative staff, and the general public.
- Ability to define and solve problems and deal with a variety of situations where only limited standardization exists.
- Demonstrated ability to exercise discretion with highly confidential information is mandatory.
- Demonstrated ability to multi-task in a fast paced, team oriented environment.
- Having highly effective organizational and time management skills.
- Detail oriented, focused, flexible; a self-starter with high level of creativity and initiative.
- Strong interpersonal and communication skills.

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**Interested candidates, please send your resume to: [jobs@jrfnj.org](mailto:jobs@jrfnj.org)  
Attention: Wilnelya Bosques, Human Resources Director**



To learn more, visit <http://www.jrfnj.org>

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