

# Jewish Renaissance Foundation

## Job Description

<b><u>Title:</u></b>	Program Manager
<b><u>Department:</u></b>	AmeriCorps
<b><u>Location:</u></b>	Middlesex County – MAIN OFFICE: Edison, NJ
<b><u>Status:</u></b>	Regular - Part-time/Hourly
<b><u>Salary Range:</u></b>	\$17-\$22/hour
<b><u>Reporting to:</u></b>	Director of AmeriCorps and Academic Services

### **Who We Are:**

Established in 1995, the Jewish Renaissance Foundation (JRF) is a nonprofit organization, federally designated as a Community Action Agency (CAA) and a Federally Qualified Health Center (FQHC). Serving over 6,000 people in Middlesex County each year, we are a leader in providing community coordination, school-based services, educational programming, food and nutrition, family development, health services and training.

If you are seeking a position within an organization whose vision is to overcome poverty and hopelessness by providing individuals, children and families, with essential health, human services, community development and youth programs regardless of culture, faith, and economic status then consider a position with the JRF.

### **Job Summary:**

The JRF is currently seeking a part-time Program Manager for our AmeriCorps program. The AmeriCorps Program Manager is responsible for all administrative aspects and recruitment efforts of the AmeriCorps Program. The Program Manager will also be the lead regarding scheduling and facilitating volunteer and educational programs and events such as conferences, professional development workshops, host organization site visits, participation in events and program development. This position also serves as a liaison between outside agencies and ensures compliance with all AmeriCorps rules, regulations, and contract outcomes.

### **Job Responsibilities:**

- Fully implement the AmeriCorps program as proposed by the AmeriCorps Service Commission (ASC) in the AmeriCorps grant application and negotiation process
- Administering the application and recruitment/selection process and orientation for all AmeriCorps members
- Work with Site Supervisors to develop appropriate placements for AmeriCorps members
- Overseeing and maintaining the confidential records of members
- Responsible for conducting proper member/staff background checks
- Summarizing evaluations and tracking reports
- Monitoring and approving activity logs and other data including documentation of hours of service provided
- Responsible for identifying new sites for member placements
- Planning, implementing and evaluating all service learning projects
- Conduct and participate in regularly scheduled group and/or one-on-one meetings with members, both virtually and in person
- Responsible for transportation in the JRF vehicle for members to/from in person activities, conferences, events, meetings, etc.
- Responsible for identifying community volunteer opportunities to provide members with a positive
- Provide trainings to staff, site supervisors and member orientation, and trainings to members
- Responsible for adhering to schedule and utilizing the online time management system to maintain up-to-date records of your time.
- Attend all staff meetings, AmeriCorps/JRF team building initiatives, AmeriCorps/JRF committee meetings, professional development activities, and any other mandatory agency-wide meetings.
- Meet all agency-wide and grantor deadlines.
- Perform other duties as assigned

**Qualifications:**

- Associate degree required preferably in public health or human services or related field; Bachelor's degree a plus.
- Minimum (3) three years professional experience in planning, human services, community services, or related field can be substituted for degree
- NJ Driver's License required
- Experience with AmeriCorps programming a plus
- Supervisory experience
- Recruitment experience
- Strong networking skills
- Ability to write and report on programming monthly
- Excellent project management and organizational skills
- Clear, persuasive, and accurate written and verbal communication
- Strong computer skills with the ability to maintain data base
- High degree of independence, flexibility, initiative, time management and commitment
- Ability to deal effectively with a variety of people and work in a team environment
- Culturally competent
- Demonstrated interest in social justice, education, environmental conservation, volunteerism and/or community sustainability
- Ability to travel locally and domestically as required to work with staff and clients, meet with consultants, and to participate in conferences
- Available for some evening and weekend events as needed
- Available to present the AmeriCorps program as needed at events, schools, council meetings, etc.
- Available to attend mandatory Commission sponsored events with AmeriCorps members

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If you are interested in this position, please send your resume to: [jobs@jrfnj.org](mailto:jobs@jrfnj.org)  
Attention: Wilnelya Bosques, Director of Human Resources



**Jewish  
Renaissance  
Foundation**

*"One People, One Heart"*

To learn more about our who we are, visit <http://www.jrfnj.org>

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