

Jewish Renaissance Foundation

Job Description

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| <u>Title:</u> | Volunteer & Community Partnership Coordinator (VCPC) |
| <u>Program:</u> | Bayside Family Success Center (FSC) |
| <u>Department:</u> | Community & Family Services |
| <u>Status:</u> | Regular, Full-Time/Non-Exempt/Salaried |
| <u>Reports To:</u> | Program Manager |
| <u>Salary:</u> | \$33,000/Annually |

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 and human services, regardless of culture, faith, and economic status, then consider a position with the JRF.

Job Summary:

Responsible for resource and volunteer development by integrating themselves into the immediate community and building mutually beneficial relationships with parents, the faith-based community, businesses, advocates, and key stakeholders (i.e., schools, service providers, local and county government, and other agencies). Works with the community to highlight strengths and identify challenges where resources need to be expanded and/or developed to better support and serve children, youth, and families. This position is chiefly responsible for the following core functions and performs other tasks as needed:

- Community partnerships
- Creating volunteer experiences
- Communication and service coordination
- Advocacy around supporting FSC programming and services

Please Note: In an effort to ensure the safety of staff and participants due to the impacts of Covid-19 on our community, the responsibilities outlined below will be conducted on a hybrid model, contingent on current needs of the program.

Responsibilities:

- Identify strengths, challenges, and service gaps in the community, in collaboration with community partners and family leaders.
- Plan and coordinate strategies to involve parents, educators, retired professionals, and community leaders as volunteers for our FSC to address the challenges our families encounter.
- Serve as primary liaison for external organizations that provide educational programming and expanded services for families.
- Provide program support by finding and securing new program partnerships that would benefit families in the community.
- Develop strategies to strengthen relationships with key external stakeholders, including nonprofit partners and community organizations, corporations, and individuals.
- Provide support with the creation of marketing materials for volunteer events and programs advertised to the public, such as flyers, brochures, social media, etc.
- Assist with the development of google forms, zoom meetings, and Facebook posts.
- Review and implement new methods for attracting, recruiting, training, and retaining volunteer staff.
- Coordinate, and manage the activities of volunteers, including orientations.
- Supervise and provide direction to volunteers for their responsibilities as it relates to the FSC.

- Complete all necessary reports as it relates to assessing volunteer activities and performance.
- Establish, manage, and regularly update volunteer schedule and list of volunteer events.
- Communicate regularly with volunteers through check-in phone calls, e-mails, and provide recognition for their efforts and interest in helping the FSC.
- Support with the management of the FSC programmatic calendar.
- To serve or lead event committees as assigned.
- Learn the FSC Practice Profile and understand how it applies to the operation of the FSC. Utilize the essential functions and be intentional in ensuring that the recommended behavior is present in all FSC activities.
- Incorporate and implement the Principles of Family Support and the Protective Factors into all aspects of their work.
- Support the Family Partner in planning and organizing the parent-child activities, and leadership development.
- Attend all staff meetings, retreats, committee meetings, and any other mandatory agency-wide meetings.
- Performs all other related duties and projects as assigned.

Qualifications:

- Bachelor's degree in Social Work, Psychology, and 1 year experience in recruiting, training, and coordinating volunteers for community-based organizations, charities, etc. is preferred
- Strong preference for candidates who are bilingual/bicultural and familiar with the City of Perth Amboy and with the County of Middlesex.
- Valid New Jersey driver's license is required.
- Able to facilitate some weekend and evening events/programming
- Supervisory experience
- Recruitment experience
- Strong networking skills
- Skilled with Microsoft Office Suite (MS Word, Excel, Power Point, and Outlook).
- Knowledge with google tools, zoom and managing social media outlets
- Well organized and able to respond quickly and effectively to emergency circumstances.
- Must be culturally sensitive, culturally competent.
- Must be empathetic, compassionate and have good facilitation and communication skills
- Ability to deal effectively with a variety of people and work in a team environment
- Ability to travel as required to work with staff, clients and community partners

**If you are interested in this position, please send your resume to: jobs@irfni.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.irfni.org>
