

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Program Coordinator
<u>Program:</u>	Perth Amboy Alliance for Community (PAAC)
<u>Status:</u>	1-Year Contract / Part-time
<u>Location:</u>	Perth Amboy, NJ
<u>Reports To:</u>	Director of Community & Family Services
<u>Salary Range:</u>	\$15/hourly
<u>Shift/Hours/Days:</u>	Flexible 20 hours per week Monday-Saturday; primarily mornings/afternoons with some evenings.

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 Perth Amboy Alliance for Community (PAAC) is a group of community based initiatives involving various stakeholders and community members who come together to target priorities as set forth in the “PAAC Neighborhood Vision”. This plan was developed for the “Budapest” neighborhood in Perth Amboy, NJ to focus on resources to improve key indicators such as employment, neighborhood revitalization and community engagement, as well as recreational opportunities.

Under the leadership of the Director of Community and Family Services, the Contracted Part-time PAAC Coordinator plays an important role in employing PAAC’s strategy and methodology to increase and sustain substantive civic engagement and leadership. The schedule is 20 hours per week Monday-Saturday; primarily mornings/afternoons with some evenings.

Responsibilities:

- Resident Engagement
 - Conduct resident engagement activities to recruit and retain resident input and involvement with PAAC and the planning process, includes coordinating event planning and community garden engagement.
- Leadership and Committee Development
 - Develop and facilitate the Neighborhood Association. Conduct leadership development, training workshops and sessions with evolving membership. Provide staff support to all relevant subcommittees.
- Stakeholder and Relationship Building
 - Cultivate and nurture stakeholder relationships. Seek out opportunities to build new relationships and partnerships based on common goals. Attend meetings and committees as assigned and as it related to the PAAC vision. Develop additional relationships with agencies and houses of worship in the Budapest neighborhood.
- Outreach
 - Conduct outreach to community members, business owners and other stake holders when needed for various events and PAAC initiatives. Conduct and administer surveys when needed.
- Fiscal
 - Assist the Director of Community & Family Services in monitoring budgets for all project funds. Work to secure cooperative agreements with additional resources and explore potential grant opportunities that align with the PAAC vision. Process fiscal requests maintaining adherence to JRF policy.

- Records and reports
 - Ensure that adequate program records are maintained and that required reports (including agency and funding sources) are submitted as required.
- Information
 - Stay informed about project related legislative and technical developments. Keep senior management and project staff informed of developments.
- Supervision
 - Supervise all assigned Americorps service members. Along with the Director of Employment and Training assist in selection, training, and evaluate work of Americorps service members. Assign, schedule, and review their program activities.
- Attend grantor, city and any other mandatory agency-wide meetings.
- Perform other responsibilities as determined by the Director of Community & Family Services.

Qualifications:

- Bachelor's degree in Public Administration, Urban Planning, Social Work or Political Science and/or a similar field preferred.
- Demonstrated experience in community organizing and advocacy, community development and outreach, and/or project development.
- Familiarity with community based planning and revitalization.
- Previous community garden experience a plus.
- NJ driver's license preferred.
- Bilingual strongly preferred.
- Ability to work independently within the directive and framework of defined organizational objectives.
- Ability to supervise and delegate responsibilities to volunteer members to achieve objectives.
- Ability to identify and effectively engage non-traditional and community based leaders. Ability to form relationships to further the mission of the agency and PAAC is a must.
- Must have strong facilitation and communication skills.
- Ability to represent the organization well and become fully knowledgeable about the organization to disseminate it to others.
- Familiarity with operational, financial, quality assurance, and human resource procedures and regulations is a must.
- Must be able to formulate creative solutions to programmatic problems as well as build programs and initiatives to serve the community and help them move forward in their lives.
- Have a high level or at least a working knowledge with basic office software such as word, excel, power point and publisher.
- Ability to define and solve problems and deal with a variety of situations where only limited standardization exists.
- Having highly effective organizational and time management skills.
- Detail oriented, focused, flexible; a self-starter with high level of creativity and initiative.
- Must be culturally sensitive.

**Interested candidates, please send your resume to: jobs@jrfnj.org
Attention: Wilnelya Bosques, Director of Human Resources**



**Jewish
Renaissance
Foundation**
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ONE PEOPLE, ONE HEART



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