

DESCRIPTION

Posted: 8/30/17

Deadline: until filled



New Jersey Youth Corps of Phillipsburg is seeking a person with a passion for connecting with and engaging young people to assist us in our mission to educate, inspire, and support under-served, at-risk youth in Warren County, NJ. Through balance of academics and community-based service, we mentor our Corpsmembers to develop healthy life choices, to maximize their potential, and to realize their dreams.

Funded through the New Jersey Department of Labor & Workforce Development, the Youth Corps is a 'second-chance' program for young adults aged 16-25 that did not complete high school. The New Jersey Youth Corps of Phillipsburg is Warren County's only full-time service and conservation corps. Founded in May of 1998, we provide municipal support to the Town of Phillipsburg & Warren County providing hundreds of youth the opportunity to earn their High School Equivalency (HSE) while providing a valuable service to their community.

We're looking for a **Program Coordinator**! This position is an integral member of our Youth Corps family, with the primary responsibility of recruiting, mentoring and retaining our Corpsmember base. The Program Coordinator also works closely with crew leaders and other staff members to ensure our young adults' personal & professional growth and development. This requires strong communication and interpersonal skills, strong organization, and attention to detail. The right person for this position will be also solution oriented with a constructive and collaborative approach.

We're looking for someone with the following qualities:

1. Passion for connecting with and engaging young people.
2. Experience working with youth at risk.
3. Demonstrated ability to work as part of a team.
4. Highly organized, creative, and innovative.
5. Ability to take initiative and work proactively.
6. High level of professionalism and ethical standards.
7. Demonstrated Social Media savvy.

Some of the key work activities of the NJYC Program Coordinator position are:

1. Develop and oversee recruitment & outreach programs
2. Coordinate Orientation, Induction & graduation ceremonies
3. Plan, schedule and prioritize projects for the NJYC Program, as well as NJYC crews.
4. Coordinates and review projects with governmental, professional and non-profit agencies.
5. Works with sponsor to ensure safe, high quality and efficient project implementation.
6. Monitors project sites to ensure compliance with state, county and federal regulations.
7. Completes reports to ensure program and sponsor goals are being met.
8. Responsible for supervisory activities of the field staff, including performance and development, adherence to program policy, safety and work standards, completing evaluations and providing problem intervention.
9. Ensures corpsmembers' development and training goals are met.
10. Sets priorities and policies for the NJYC program.
11. Writes and reviews contracts and work agreements.
12. Evaluates staff needs in relationship to legislative and special grant requirements.
13. Prepares and delivers presentations for trainings, public relations and sponsor recruitment.

Physical Requirements: Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Coordinator is required to sit, stand, walk, speak and hear. The candidate may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer, and may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle (15 passenger van) is also required.

Minimum Qualifications:

1. Minimum of six months of experience in program recruitment and administration.
2. Experience with customer service and data management.
3. Flexibility, adaptability and capacity to work in a fluid, changing work environment.
4. The ability to communicate effectively with all staff in the organization.
5. Excellent written and verbal communication skills
6. Minimum of educational experience: Associate's Degree
7. Valid driver's license and an insurable driving record.
8. Proficient in Microsoft Office Suite.
9. Must be able to pass a criminal history check.

Preferred Qualifications:

1. Bachelor's degree
2. Previous experience with a corps program or youth serving organization/AmeriCorps programs.
3. 1 or more years of experience in program recruitment and administration.
4. Environmental Stewardship/Ecological Stewardship background

BENEFITS

- \$30,000 - \$35,000 Starting Annual Salary range, based on experience
- Health insurance
- Professional Development and Leadership training

HOW TO APPLY

If you are interested in applying for this position, please email your resume and cover letter to info@njcphillipsburg.com with a subject line of "Employment Opportunity" or visit us at www.njcphillipsburg.com/