



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name	Family Success Center		
Job Location	Ironbound Community Corporation 317 Elm Street Newark, NJ 07105		
Job Title	Family Partner/ Administrative Assistant		
Reports to	Irenes Arce	<i>Title</i>	FSC Site Supervisor

Hours_40/ week	FLSA Status Exempt Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time Consultant/Contractor Part-time Intern	Other comments:
-------------------	------------------------------------	--	-----------------

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50 year non-profit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. Our organization operates two Family Success Centers in the Ironbound community of Newark which provide a range of services and programs to support and strengthen families.

ICC is seeking a full-time Family Partner/Administrative Assistant who is responsible for answering phones, monitoring the reception function and staffing and greeting visitors. This person will pre-screen individuals to determine how they may be helped by Family Success Center staff or through other referral services to residents in need. The day-to-day responsibilities of this position will include, but not be limited to: conducting intake and assessment of residents on an as needed basis; linking residents to available information and referral services; perform data entry, schedule calendar of events and provide clerical support to staff as needed. The Family Partner/Administrative Assistant will work closely with the director to assist staff coordinate key events and activities at the center. This individual will also be responsible for placing orders for office, program supplies and accounts receivable/payment requisitions.

ROLES AND RESPONSIBILITIES

- Receive community members in-person and phone inquiries orienting them regarding ICC-FSC Services
- Provide Clerical Support to the program staff
- Have knowledge of all program calendars and assist staff update resource directory, as needed
- Perform data entry, create flyers, calendars, etc. as needed
- Assist in execution of mailings as needed
- Prepare in and assist in the preparation of special events, i.e. meetings and community events
- Place orders for office, building and program supplies as needed: maintain an inventory of records
- Maintain office equipment, i.e. copier, fax machine, etc. and updated office equipment inventory
- Assist FSC Staff with additional tasks, as per needed

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Personal computer and typing skills and willingness to advance these skills
- Initiative, persistence and attention to detail
- Ability to establish priorities and to manage multiple tasks
- Ability to plan workflow and organize workload of program to meet deadlines
- Ability to take supervision and work well with other staff members. Ability to work independently
- Ability to take demonstrate sensitivity and diplomacy when confronted with difficult individuals
- Ability to anticipate problems, maintain confidentiality and use discretion in sensitive matters
- Ability to be flexible with schedule
- Bilingual (Spanish) necessary. Portuguese desirable

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org) with the subject line “Family Partner-Administrative Assistant.”