



**IRONBOUND COMMUNITY CORPORATION**

Job Description Form

Program Name:	Family Success Center
Job Location:	Ironbound Community Corporation 29 Cortland Street Newark New Jersey 07105
Job Title:	Volunteer and Community Partnership Coordinator
Reports to:	Ivelisse Colon Title: FSC Site Supervisor

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

**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 50-year nonprofit 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. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

ICC is seeking a dynamic individual to serve as our Volunteer and Community Partnership Coordinator with our FSC Program, based at our Elm Street Family Success Center. In order to expand available services for residents, she/he will integrate into the local community to build relationships with parents, the faith community, businesses, advocates-as well key stakeholders, from the neighborhoods’ schools and service providers to local and county government and other agencies. The coordinator will also recruit volunteers; coordinate door-to-door outreach; and conduct, orientation and training for volunteers/outreach workers. The position also involves work with individuals seeking services. The Coordinator will occasionally conduct intake and prescreening assessment of residents in need to determine how they may be helped by Family Success Center staff or to offer information and/or referral services.

**ROLES AND RESPONSIBILITIES**

- Identifies the strengths, challenges and service gaps in the community in collaboration with the community partners and parent leaders
- Leads and assists the community in the developing support systems and, services to address challenges of its local residents
- Plans and coordinates strategies to involve parents, educators, retired professionals, and community leaders as volunteers at their local FSC
- Works closely with the Parent Advisory Board Committee
- Incorporates and implements new methods for attracting, training, and retaining volunteer staff
- Schedules, supervises and provides direction to volunteers
- Assist in developing joint proposals and partnerships with local institutions and agencies to help provide new opportunities and services for the families at the Family Success Center; develops contractual agreements with collaborating agencies
- Coordinates outreach, orientation, and training for volunteer workers
- Maintains current Community Resource Directory
- Daily upkeep of information flyers, creation of flyers, promotion of community activities including posting of events on social media platforms well in advance of scheduled activities.
- Files monthly reports with all required documentation by required due dates
- Provide monthly workshops internally and externally
- Notarizes necessary community member paperwork under the supervision of supervisor
- Gives referrals to local food pantries as well as Table to Table

- Assist with additional tasks as needed

## **JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- Associate Degree and a valid New Jersey driver's license is required. Additional education and previous experience in recruiting, training and coordinating volunteers for community-based organizations, or nonprofits is preferred.
- This position requires effective leadership skills and the ability to work with a dynamic team to initiate and engage residents in a wide range of activities and services throughout the community and at the FSC Center
- Ability to work with a diverse staff
- Previous experience in outreach to community members, program design, and implementation
- Must be willing to work a flexible schedule; some evenings and weekends required
- Must become a Notary Public for the agency (if the state permits)

**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 "Volunteer and Community Partnership Coordinator"