



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Family Success Center - Cortland
Job Location:	317 Elm Street
Job Title:	Family Partner/Site Supervisor Cortland
Reports to:	Title: Family Success Center Director

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 full-time Family Partner/ Site Supervisor to oversee the center’s daily functions and at the same time upholding the values and mission of ICC. S/He will lead and supervise the FSC East staff, which consists of a Family Partner/Administrative Assistant and a Volunteer and Community Partnership Coordinator.

The day-to-day responsibilities of this position will include, but not be limited to: conducting intake and assessment of residents and on an as needed basis; linking residents to critical information and referral services. The Family Partner/Site Supervisor will work closely with the FSC Center Director to coordinate, manage and implement programming focussed on family strengthening and advocacy across a richly diverse multicultural community. The Family Partner/Site Supervisor will cultivate collaborative efforts with ICCs interdepartmental teams and community partners, enhancing FSC programs and expanding our services to the community at large. S/He will be responsible for completion of Memorandum of Understanding with community partners. S/He will play a lead role in food distribution programming, including working with partners from Community Food Bank of NJ, Table to Table and World Central Kitchens. This person will also be responsible for supervising the Family Friendly Center at Hawkins Street school. The FFC is an afterschool program that offers academic support, enrichment activities for school age children. Bridging the Family Friendly Center with the Family Success Center, allows the FFC students and families access to family strengthening programming, advocacy and support services. The Family Partner/Site Supervisor will ensure that year round support and culturally appropriate community activities are offered to community members served including but not limited to public housing tenants, new immigrants, families, long time residents, etc.. The Family Partner/Site Supervisor will work in tandem with the Family Partner Site Supervisor of the FSC West-Elm St., and offering cross program support.

ROLES AND RESPONSIBILITIES

- Empathy to needs of community members
- Coordinate culturally appropriate community engagement activities
- Ability to offer guidance train and supervise staff
- Accountable for staff and program performance
- Demonstrate self-starter/initiative, ability to work independently and solve problems

- Monitoring of key service programs and activities such as Food stamps, LIHEAP, Dental program, Health Fair, etc.
- Strong organizational, managerial and communication skills
- Maintain up to date records and data management
- Completion of FSC and FFC program reports
- Cultivate collaboration with ICC's programs and specifically work hand in hand with sister FSC East.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Experience with computers and basic software including Microsoft Word and Excel
- Minimum of 4 years of experience working in a nonprofit, particularly delivering social services
- 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)
- Bilingual a plus

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 FSCHiring@ironboundcc.org with the subject line "Family Partner/Site Supervisor Cortland"