

IRONBOUND COMMUNITY CORPORATION



Job Description Form

Program Name:	Community-Based Violence Intervention Program (CBVI)
Job Location:	432 Lafayette St. Newark, NJ, 07105
Job Title:	Community-Based Youth Coordinator
Reports to:	Title: Director Of Youth Programs

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 to realize their aspirations and work together 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 daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The Ironbound Community Corporation seeks a Community-Based Youth Coordinator to oversee the implementation of ICC’s Community-Based Violence Intervention Program. This holistic, culturally competent, and responsive program provides wrap-around services to youth and their families in the Ironbound community. The Coordinator will engage with potential program participants, assess eligibility, and coordinate program activities with the Director of Youth, the on-staff Licensed Therapist, the Violence Prevention and Education Specialist, and other program consultants. The Coordinator will ensure that participants move through the program smoothly, attend program activities in the appropriate locations, and receive the necessary support and resources to address risk factors associated with violence.

ROLES AND RESPONSIBILITIES

- Work with the Director of Youth to develop a recruitment plan for potential program participants
- Conduct outreach and engage with potential participants in a culturally responsive manner
- Assess the eligibility of potential participants and ensure they meet program criteria
- Coordinate program activities with the Director of Youth, on-staff Licensed Therapist, Outreach Coordinator, and other program consultants.
- Collaborate with other program staff to design and implement educational components, including GED classes, job training, and skills development.
- Participate in the recruitment and assessment of program participants, working with the Director of Youth and other staff to identify youth who are at risk of engaging in or being affected by violence.
- Ensure that participants attend program activities in appropriate locations based on program components
- Provide ongoing support and resources to program participants to address risk factors associated with violence
- Provide outreach and mentoring to program participants, including coordinating support groups and engaging families in the program.
- Collaborate with community partners to provide additional resources and support to program participants
- Participate in program evaluation and contribute to the ongoing development of the program to ensure that it remains responsive to the needs of program participants and the community.
- Attend training and professional development opportunities to stay current on best practices related to violence prevention and education.
- Maintain accurate and up-to-date program records and data
- Prepare and submit program reports to the Director of Programs

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Bachelor's degree in social work, psychology, or a related field preferred
- Experience working with youth in a community-based setting
- Experience working with Latino and African American communities
- Knowledge of risk factors associated with violence and strategies for prevention and intervention
- Experience coordinating and implementing programs and activities
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office, Google Suites, and data management software
- Bilingual in English and Spanish preferred

Core Values

ICC is animated by core values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

ICC is an Equal Opportunity Employer committed to further building and maintaining a staff that reflects our community's full range and diversity. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool. We 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 ICCHiring@ironboundcc.org with the subject line "Community-Based Youth Coordinator"