

IRONBOUND COMMUNITY CORPORATION

Job Description Form



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

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

Ironbound Community Corporation (ICC) is seeking a Part-Time Youth Outreach Coordinator who will play an essential role in the Ironbound Community Corporation (ICC) CBVI Program, a holistic initiative designed to reduce youth violence while providing wrap-around services to youth and their families in the Ironbound community. This role involves engaging, recruiting, and supporting youth participants, particularly those from high-risk environments such as public housing projects, and recruiting and supporting youth mentors who can serve as participant role models.

ROLES AND RESPONSIBILITIES

- Conduct targeted outreach to identify and engage at-risk youth aged 8-24 from the Ironbound community, including public housing residents and underserved populations.
- Collaborate with the Director of Youth and the CBVI Youth Coordinator to recruit participants from ICC's existing programs and community networks.
- Build and maintain relationships with local schools, community leaders, housing authorities, and other stakeholders to promote the program.
- Actively recruit youth mentors from the community to serve as role models for participants.
- Conduct the screening and onboarding process for youth mentors, ensuring alignment with the program's mission and values.
- Support the enrollment and placement of youth participants in relevant program components, including mentoring, anti-violence workshops, educational services, and sports activities.
- Coordinate and organize outreach activities at community centers, housing projects, schools, and ICC sites.
- Serve as a mentor and advocate for participants, offering encouragement and guidance throughout their involvement in the program.
- Collaborate with families to provide holistic support, addressing both individual and environmental risk factors.
- Track outreach efforts and provide regular updates to the Director of Youth regarding program milestones and participant feedback.
- Ensure all interactions and activities are conducted in a culturally responsive manner, respecting the diverse backgrounds of participants, particularly Latino and African American youth.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- High School Diploma or equivalent.
- Minimum of 2 years of experience in youth outreach, community engagement, or mentoring roles.
- Experience recruiting and supporting volunteers or mentors is strongly preferred.
- Knowledge of risk factors associated with youth violence and strategies for prevention.
- Strong interpersonal and communication skills, with the ability to connect with youth and adults from diverse backgrounds.
- Demonstrated ability to work collaboratively with families, community partners, and program staff.
- Proficiency in Microsoft Office and Google Suites.
- Bilingual in English and Spanish is strongly preferred.
- Familiarity with the Ironbound community and its unique challenges.
- Knowledge of trauma-informed practices and approaches.

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 "CBVI Outreach Coordinator."