

IRONBOUND COMMUNITY CORPORATION

Job Description Form



Program Name: Breaking The Cycle

Job Location: 317 Elm Street, Newark, NJ 07105

Job Title: Part-Time BTC Outreach Coordinator

Reports to: Marie Diaz

Title: BTC Program Manager

Hours:	FLSA Status	Type of position:	Other comments:
	☐ Exempt	☐ Full-time ☐ Consultant/Contractor	
	☒ Nonexempt	☒ Part-time ☐ Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 55+-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, multilingual, multicultural 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 Part-Time Outreach Coordinator for the Breaking The Cycle Domestic Violence Program. The primary focus of this position is to enhance the Ironbound community's capacity to provide culturally tailored and racially equitable resources and support to victims of domestic violence, dating violence, sexual assault, and stalking, especially those from underserved populations. This candidate will engage survivors, collaborate with local partners, and develop outreach strategies to identify and assist those in need, contributing significantly to the program's broader goal of eradicating these forms of violence within the community. The part-time Outreach Coordinator will serve as a dedicated advocate and facilitator, working tirelessly to bridge gaps and ensure that survivors from diverse backgrounds receive the tailored resources and support they need. Their commitment to creating a culturally specific and racially equitable support system will make a lasting impact on the lives of survivors and their families while advancing the program's critical objectives.

ROLES AND RESPONSIBILITIES

- Recruit and build a diverse BTC Outreach Team, including individuals who have personal experience with the program.
- Collaborate with the BTC team to create an outreach plan targeting underserved populations.
- Maintain detailed meeting records to track progress and strategies developed.
- Execute outreach activities to identify and engage domestic violence survivors in our black, brown, underserved, and LGBTQ+ communities.
- Maintain accurate outreach records to monitor the success of outreach efforts.
- Collaborate with local partners to maximize outreach impact.
- Organize quarterly BTC Outreach Team meetings to review program implementation.
- Monitor and assess the effectiveness of outreach strategies and adapt them as needed.
- Provide ongoing support and assistance to survivors as needed.
- Establish and maintain a working group with local partners.
- Collaborate to develop strategies for providing culturally specific resources and support.
- Collaborate with the BTC Program Manager to develop outreach and program strategies.
- Collaborate with the BTC Outreach Team to research new education and prevention strategies.
- Ensure these strategies address culturally specific issues and resources.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- High School Diploma or Bachelor's degree in social work, psychology, sociology, or a related field.
- Experience in domestic violence advocacy and support services.

- Strong communication and interpersonal skills.
- Cultural competence and sensitivity.
- Ability to work collaboratively with diverse populations and community partners.
- Organizational and record-keeping skills.
- Proficiency in Microsoft Office, Google Suite, and data management tools
- Proven track record of working with diverse populations (Black, Brown, Underserved, and LGBTQ+ Communities).

Core Values

Core values, including mutual respect, empathy, fairness, transparency, commitment to excellence, and accountability drive ICC.

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 committed to giving our time and energy to the community and continually seek ways to enhance 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 building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive to achieve the same level of diversity among 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 “BTC Outreach Coordinator.”