



## **Outreach Program Assistant Director**

Episcopal Jersey City (EJC) is seeking a half-time Outreach Program Assistant Director to assist the Outreach Program Director of the Triangle Park Community Center (TPCC). The Outreach Program Assistant Director must have a passion for creating healthy neighborhoods, building relationships of mutuality and respect, and a particular concern for the wellbeing of vulnerable and marginalized people. The Outreach Program Assistant Director must be comfortable working independently and in collaboration and partnership with the Outreach Program Director, initiating relationships with neighbors, civic and community leaders, business owners and social service organizations. As the need presents itself, the Outreach Program Assistant Director will create and/or facilitate and supervise programs at the community center that benefit the neighborhood. The Outreach Program Assistant Director will create a warm and welcoming environment at the center.

### **Responsibilities**

- Assist in keeping office organized and updating all client databases
- Assist in receiving and distributing donations
- Assist with Food Pantry management (database, food bank orders, food pickup, buying toiletries)
- Assist in coordinating monthly events at TPCC
- Assist in grant research, writing, and reporting
- Assist in community outreach
- Recruit, nurture, train, and supervise volunteers
- Promote TPCC and its events via social media, website, and printed materials
- Assist in working with young men and women who are at risk of violence
- Report weekly to EJC clergy and the TPCC Advisory Committee

### **Qualifications**

- Bachelor of Arts degree or two (2) years relevant experience with nonprofit community programs
- Excellent communication and organizational skills
- Computer literacy and facility with social media
- Bilingual applicants possessing a driver's license and car are especially sought
- Experience working with youth at risk of violence is also especially sought

### **Other Requirements**

- Background check
- Covid-19 vaccination
- Safeguarding All God's Children abuse prevention training, to be completed after hire

### **Job Type**

- This is a part-time position of 20 hours per week.

- Schedule will vary based on the project of the week, but typically, shifts will be 4-5 hours on Mondays, Wednesdays, and Fridays between the hours of 10:00 am and 7:00 pm. Some administrative work may be done remotely.
- Availability on the third Saturday morning of every month is required.
- Availability on Wednesday evenings is a plus.

**Compensation**

- Compensation is \$25/hour.

**To Apply:** send an email expressing your interest and qualifications with contact information to [admin@gracevanvorst.org](mailto:admin@gracevanvorst.org) with “TPCC Assistant Director” in the subject line. You may attach a resume.