

**Program Manager
Paterson University Corps
New Jersey Community Development Corporation**

The Paterson University Corps Program Manager will be responsible for recruiting volunteers at area colleges and universities and linking them with many of the programs and services operated by New Jersey Community Development Corporation. The Paterson University Corps is a key component of NJCDC's efforts to replicate the work of the Harlem Children's Zone, and develop a comprehensive array of programming designed to help transform the largely low-income neighborhood surrounding Paterson's Great Falls. The Program Manager will also be responsible for oversight of the Paterson Youth Council, a self-governed youth Ambassador group of 30 Paterson High School students that meets 3-5 times per month.

Through the Paterson University Corps, NJCDC will recruit students, faculty, staff, and alumni of area colleges and universities to serve in a number of volunteer capacities, such as:

- Helping to enhance our work at area public schools through after-school, evening, weekend, and summer programming
- Serving as volunteers to help develop and carry out ESL, college/SAT prep, and computer skill building classes for neighborhood residents.
- Serving as volunteers for a new youth arts program
- Serving as volunteers to encourage the creation of community gardens and to help build playgrounds within the neighborhood.
- Serving alongside neighborhood residents as part of a neighborhood safety patrol.

With the Paterson Youth Council, the Program Manager will be responsible for the following:

- Recruiting, interviewing and selecting members on a yearly basis.
- Planning and managing a yearly calendar of events for the PYC.
- Acts as the primary liaison between NJCDC staff, PYC students and all community partners who are supporting PYC and coordinating their events and initiatives.
- Seeking out new partnership and collaboration opportunities for the PYC to participate in.
- Facilitating PYC students meetings and coordinates all logistics for any trips and events.
- Motivating PYC members in terms of strong attendance, behavior and taking initiatives with new community projects.
- Other duties as assigned.

The ideal candidate will be able to form lasting relationships with key personnel at area colleges and universities, have exceptional presentation skills, and be able to oversee the implementation of this new initiative. The ideal candidate will have a Bachelor's degree at a minimum, demonstrate the ability to work as a member of a diverse team of colleagues, and have a strong interest in community development, education, and youth development. Bilingual candidates are preferred.

If Interested In Applying For This Position

E-mail your resume with a thoughtful cover letter telling us about yourself, your skills, and experience. E-mail to Human Resources at careers@njcdc.org (please put "Program Manager/University Corps" in the subject line of email)

New Jersey Community Development Corporation is an Equal Opportunity Employer.