



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Environmental Justice & Community Development
Job Location:	317 Elm Street, Newark, NJ 07105
Job Title:	Housing Justice Program Manager
Reports to:	Title: Director of Advocacy and Organizing

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

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 56-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work 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 every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, community development initiatives, and family services.

This role is part of the Environmental Justice and Community Development (EJCD) team at ICC. The EJCD engages in organizing and advocacy at the local, municipal, state and national levels, addressing issues related to: environment, climate, housing and displacement, green space, infrastructure, community planning and development, community land trusts, urban agriculture and more.

The Housing Justice Program Manager plays a key role because Newark’s rise as a destination for residential development due to its proximity to NYC, major airports, and other transportation modes, along with its history of welcoming new development for the city’s economic growth has put many of its most vulnerable residents under the threat of displacement. This is due to the rising costs of living, decrease in dedicated affordable housing for low-income families, and a lack of living wages for residents in need of decent, safe housing.

ROLES AND RESPONSIBILITIES

This position would ensure that the City of Newark and its residents are moving forward in an equitable manner, where all residents, regardless of income, are able to enjoy the opportunities that new development brings to the city.

The best candidate for this position would be able to successfully manage staff, communicate clearly with senior staff, and be willing to work with residents, partner agencies and other stakeholders in the East Ward and the City of Newark as a whole. This individual will also have a strong relationship with Newark, and an ability to work with flexibility and compassion.

The successful candidate would be committed to and able to both practice and foster the agency’s core values.

- PROGRAM Management** includes but is not limited to:
- Supervision of ICC Housing Justice Team members
 - Facilitating weekly team meetings
 - Ability to prioritize team goals via strategic planning

- Tracking, measuring and reporting on goals
- Maintaining clear communication with Assistant Director
- Maintaining clear communication with Environmental Justice and Community Development (EJCD) team
- Maintain clear communication with other ICC departments for all housing-related matters
- Must have the ability to communicate with residents, government (city/county/state/federal) agencies and other community stakeholders using ICCs guidelines
- Must have the ability to be flexible with both remote and in-person meetings
- Must have organizing experience (at any level) with a clear understanding of social justice, which includes, but is not limited to: equitable growth, community preservation, and environmental racism
- Must have excellent time management skills and the practice of reasonable accountability methods
- Ability to travel as a representative of ICC, the Ironbound Community, and the city of Newark locally, nationally and internationally, if needed
- Participation in development of the housing portion of community narratives for grant proposals and other fundraising opportunities
- Maintain, build, and strengthen relationships with media outlets and members of the press, in coordination with the EJCD and Development-Communications teams,

POLICY Management includes but is not limited to:

- Ongoing research of city, state, and national housing trends
- Exceptional knowledge of Newark housing policies for both public and private housing
- Ability to articulate housing policy to residents in a manner that is both inclusive and empowering through:
 - Workshops (virtual and in person)
 - Community Advisory Meetings
 - Newark City Hall gatherings
 - State-wide committees
- Ability to design and implement housing advocacy curriculum for a wide range of residents and partners based on the Jemez Principles and ICC guidelines
- Ability to challenge decisions that compromise or do not enforce existing city, state and federal housing policy that impacts Newark residents
- Ability to represent ICC and Newark as a member of national alliances for housing and environmental justice, if needed
- Maintain strong connections with city, state, and national partners
- Maintain and strengthen relationships between all five (5) wards of Newark – including as a member of pertinent coalitions
- Support the strengthening of all ICC resident leadership committees, boards, and collectives in the Ironbound neighborhood

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Required:
 - Bachelor’s Degree in: Urban Studies, Public Policy, Social Work, Law, Sociology, Community Development, or related field.
 - 3–5 years of experience in one or more of the following areas:
 - Housing justice organizing or tenant advocacy
 - Affordable housing policy or program administration
 - Urban development, zoning, or land use campaigns
 - Working with frontline communities facing displacement or eviction
 - Nonprofit program development and community engagement
 - Experience developing or managing housing-related programs, such as:
 - ◆ Tenant support or legal education programs
 - ◆ Emergency rental assistance
 - ◆ Community land trusts, right-to-counsel campaigns, or anti-displacement strategies
 - Demonstrated experience with policy research, drafting, and advocacy at the municipal or state level (e.g. contributing to rent control campaigns, local housing ordinances, or inclusionary zoning policies).
 - Strong project management and strategic planning skills
 - Strong oral and written communication skills
 - History of community engagement
 - Personal experience living in and/or working in a community such as Newark
 - Problem solving, skill sharing, transparency, inclusivity, and vision
 - Commitment to supporting community
- Preferred:
 - Bilingual (Spanish)

- Multilingual (also Portuguese)

Core Values

ICC is animated by a core group of 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 all of our interactions with clients and colleagues. Examples of this value in action are:

- Engage with residents, colleagues, and partners with a spirit of dignity, cultural awareness, and humility.
- Respect the diverse backgrounds, languages, and experiences of the Ironbound community (and Greater Newark), incorporating those perspectives into housing strategies and advocacy.
- Foster inclusive decision-making processes where all voices—especially those most affected by housing issues—are welcomed and valued.
- Maintain professional, supportive interactions even in challenging situations, modeling respect in all communication and conflict resolution.

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. Examples of this value in action are:

- Actively listen to the lived experiences of tenants, residents, and community members—especially those affected by housing insecurity or displacement.
- Design programs and policies that center the needs and dignity of vulnerable populations.
- Lead with compassion when resolving housing issues, ensuring that clients feel heard and respected.
- Build trusting relationships with community members by being approachable and responsive.

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. Examples of this value in action are:

- Ensure housing assistance or program eligibility criteria are clearly communicated and applied consistently.
- Share policy updates, program changes, and decision-making processes with community members and staff openly.
- Advocate for policies that promote equitable access to housing and address systemic barriers affecting marginalized groups.
- Conduct community meetings or forums to gather input and report on outcomes.

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. Examples of this value in action are:

- Continuously improve housing programs through data evaluation, resident feedback, and best practices in the field.
- Seek professional development opportunities and remain informed on housing laws, trends, and innovative models.
- Collaborate with cross-sector partners to enhance service delivery and policy impact.
- Set clear performance goals and fosters a culture of continuous improvement among team members.

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. Examples of this value in action are:

- Track program metrics and ensure compliance with grant requirements and housing regulations.
- Acknowledge and correct mistakes transparently, learning from challenges.
- Hold self and team members responsible for following through on commitments to residents and funders.
- Provide timely reports and updates to ICC leadership, funders, and the community.

ICC is an Equal Opportunity Employer and is committed to further 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 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 and 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.

Salary range commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan.

If interested, please send a resume and cover letter to **ironboundjustice@ironboundcc.org** with the subject line ***Housing Justice Program Manager***.