



**IRONBOUND COMMUNITY CORPORATION**

Job Description Form

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|---------------|---|--------|--|
| Program Name: | Environmental Justice & Community Development |        |  |
| Job Location: | 317 Elm Street, Newark, NJ 07105              |        |  |
| Job Title:    | Housing Justice Program & Policy Manager      |        |  |
| Reports to:   | Maria Lopez-Nunez                             | Title: | Deputy Director of Organizing & Advocacy |

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

**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 50-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, and community development initiatives.

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

Newark’s rise as a destination for residential development because of 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 now because of Covid-19, a lack of living wages for residents in need of decent, safe housing.

The Housing Justice Program and Policy Manager 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 in the East Ward, and the City of Newark as a whole.

The best candidate will also have a strong relationship with Newark, and an ability to work with flexibility, and compassion.

**ROLES AND RESPONSIBILITIES**

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

- *Tracking, measuring and reporting weekly team goals*
- *Maintaining clear communication with Deputy Director*
- *Maintaining clear communication with both Housing Justice and Environmental Justice teams*
- *Maintain clear communication with other ICC departments for all housing related matters*
- *Must have the ability to communicate with residents, government (city/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 with an ability to understand self and team work-life balance, emergency preparedness, 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*
- *Participation in implementing community narratives for grant proposals & other fundraising opportunities*
- *Maintain, build, and strengthen relationships with media outlets and members of the press*

Policy Management Includes but is not limited to:

- *Daily 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 curriculum for a wide range of residents and partners based on the Jemez Principles and ICC guidelines*
- *Ability to challenge decisions that do not enforce existing city, state and federal housing policy that impacts Newark residents*
- *Ability to challenge decisions that compromise the 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 & environmental justice*
- *Maintain strong connections with city, state, and national partners*
- *Maintain and strengthen relationships between all five wards of Newark*
- *Support the strengthening of all ICC resident leadership committees, boards, and collectives in the Ironbound Neighborhood*

#### **JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- **Strong oral and written communication skills**
- **History of community engagement**
- **History of challenging structural oppression**
- **Personal experience living in and/or working in a community like Newark**
- **Problem solving, skill sharing, transparency, inclusivity, and vision**
- **Commitment to supporting community**

- Knowledge of housing justice issues is a plus

**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. 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.

If interested, please send a resume and cover letter to [ironboundjustice@ironboundcc.org](mailto:ironboundjustice@ironboundcc.org) with the subject line “Housing Justice Program & Policy Manager”