

JOB SUMMARY

**Assistant Director
New Jersey Community Development Corporation
NJ4S (Statewide Student Support Services) for Passaic County**

New Jersey Community Development Corporation (NJCDC) is a non-profit community development and social service agency which provides a range of services to more than 4,000 children and families each day. We have been preliminarily selected by the NJ Department of Children and Families to operate a new program designed to provide prevention programming and direct services to help address student mental health issues throughout Passaic County, and we are currently looking for staff to join this exciting new initiative.

The Assistant Director is a full-time role responsible for overseeing the staff and activities of the Hub office and operational unit(s) responsible for providing general administrative and/or fiscal management activities, program policy and planning services, along with varied social, community, and/or educational related services for the region. The individual will provide supervisory oversight and management of the Hub staff and model to ensure alignment with program procedures and DCF Operations Manual. The Assistant Director will also assist the Director in the development of the program's administrative and programmatic operations, and develop and maintain partnerships and collaborations with school districts and community resources to ensure program availability, opportunities and successes are marketed to promote program sustainability.

Education and experience required:

Master's degree in a related field (e.g., counseling, public administration, social work, etc.); at least five (5) years' experience in community organizing, developing community partnerships, and project management; five (5) years of experience analyzing, monitoring, maintaining, or implementing social service, community service, evidence-based programs, or any other human support/assistance program, three (3) of which shall have been in a supervisory capacity; valid New Jersey driver's license, safe driving record, and vehicle availability are required; must pass NJ Child Abuse Record Information (CARI) screening, drug screening and a fingerprint-based background check.

Anticipated Salary:

\$80,000 - \$90,000

How to apply:

If you are passionate about improving the lives of young people, email your resume to nj4s@njcdc.org with a cover letter describing yourself, your work skills and experience. PLEASE put "NJ4S Assistant Director" in the subject line.