

### **Position Description**

The Engagement Coordinator at New City Kids: Paterson will explore, expand, and sustain engagement with foundations and corporations through a variety of different communication channels, including grant writing, reporting, phone calls, and presentations. The Engagement Coordinator will also coordinate a number of volunteer training and engagement efforts and provide assistance to the Executive Director in office and organizational management.

### **SCOPE & RESPONSIBILITIES**

#### **Grant Writing and Reporting (40%)**

- Work with Executive Director to formulate and write grants to solicit funding from both existing and prospective private and corporate foundations.
- Collect information to create and send reports to existing granting agencies in a timely manner.

#### **Corporate Engagement (20%)**

- Introduce prospective corporate partners to New City Kids: Paterson through phone calls, letter writing campaigns, or other avenues.

#### **Volunteer Engagement (25%)**

- Support volunteer recruitment, training, and coordination for After School Center and Teen Life Internship programs, connecting skilled individuals with areas of strategic organizational need.
- Organize and help staff 2-3 volunteer work days to assist programming staff prepare and maintain facilities for programming and other special projects.

#### **Office Management (15%)**

- Assist Executive Director by helping as needed to keep an organized and efficient office.
- Support HR process through creation and dissemination of job descriptions, screening of candidates, and scheduling of interviews.

### **CRITICAL QUALITIES**

- Christian Commitment – is a mature Christian who strives to make Christ Lord
- Confident Communicator – excellent verbal, written, and interpersonal communication skills; can clearly communicate the urgency of our mission
- Teachable Spirit – ability to take, process, and implement feedback; a desire to always improve
- Strong Work Ethic – is results-oriented and able to concentrate on the task on hand to accomplish goals and deliver assignments on time with high level of excellence
- Administration – is organized, attentive to detail, can manage multiple long and short-term projects simultaneously, meeting deadlines
- Strong Computer Literacy
- Dedicated Team Member – has the flexibility and willingness to complete tasks that fall outside of one's job description; demonstrated ability to work on a multi-cultural team
- Nonprofit or sales experience preferred
- Grant-writing experience helpful but not necessary
- Bachelor's degree

### **DETAILS**

- **Reports to** – Executive Director
- **Compensation** – \$17.50 to \$25.00 per hour
- **Hours** – 12-18 hours/week; possibility of growing to 25 hours/week
- **Schedule** – Flexible hours, some of which can be done from home

## **MINISTRY OVERVIEW**

New City Kids: Paterson is a high energy, creative program for and with youth in Paterson, NJ that is unique in trusting teens with leadership. It is a joyful place filled with laughter and hard work, and has an excellent staff of dedicated adults who love children. Our mission is “Loving kids for change to create a community of academic, leadership, musical and spiritual development.” We employ local high school students as interns to lead an excellent and unique music-focused after school center and summer camp for children age 6-13, which provides a platform for a whole host of development opportunities for children. As kids and teens engage New City Kids, we come alongside them and invite them to know the power of the gospel and to become disciples of Jesus Christ.

Interested candidates should submit a resume to Jeremy Jerschina at [jeremy@newcitykids.org](mailto:jeremy@newcitykids.org)  
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