



New Jersey Bonner AmeriCorps Program
2020 - 2021
Full Time AmeriCorps Position - 1700 Hours

Application Link: See Below

Agency Name: HomeWorks Trenton

Overview of the Agency and Population Served: HomeWorks Trenton is a 501(c)(3) non-profit organization that free, community-based, after school residential program where Black and Brown high-school girls can authentically express themselves while receiving academic and social-emotional tools to thrive despite living in a systemically unjust society. Our holistic, after-school residential program runs from Sunday evenings to Friday mornings. Scholars live in the HomeWorks house and are transported to and from their public schools to combat chronic absenteeism. Every afternoon, they engage in activities focused on academics, cultural life skills, women empowerment, and civic engagement. They then eat a family-style meal and stay overnight in our dorm with two full-time staff members. Our mission is to inspire and equip young women from marginalized communities to achieve their potential and positively transform the world around them by providing a supportive and educational residential environment.

Our unique model brings the benefits of the boarding school experience to public education without the bureaucracy, high fixed costs and scalability issues of an actual school. We aim to create an individual impact when scholars regularly attend school and achieve academic and social-emotional growth; a community impact where scholars uplift each other and lead their communities; and a global impact that disrupts inequitable systems of gender and race. Our vision is to create communities of young women around the world breaking down educational and gender barriers to social justice.

Position Title: HomeWorks Trenton Business and Operations Manager

Position Reports To: Natalie Tung, Co-Founder and Executive Director

Position Description:

As HomeWorks' Business and Operations Manager, you will oversee and assist with aspects of both HomeWorks' administrative team and the HomeWorks' house team. You will directly assist the

Executive Director with HomeWorks' organizational development, working on projects such as logical models, strategic planning, business plans, and more. You will assist with operations, such as managing licencing, insurance and more. You will develop social-emotional and academic success measures to most effectively measure scholars' growth during their time at HomeWorks. At the HomeWorks location, you will oversee students completing virtual school learning, coordinate with tutors, and support the HomeWorks staff with overseeing daily programming. Additionally, you may serve as a Bus Aide during afternoon scholar transportation hours.

Given COVID-19 guidelines and procedures, HomeWorks will not operate as planned this Fall 2020. Instead, we plan to provide an optional, safe classroom for HomeWorks scholars to attend virtual school in addition to our adapted, in-person HomeWorks programming. There will be no overnight boarding in our HomeWorks dormitory at this time. This decision reflects our organization's priority on community health and safety as well as scholars' social-emotional well-being.

During our adapted schedule, you will work from 9am to 5pm, Mondays through Fridays beginning September 1, 2020 and concluding whenever our regularly scheduled programming begins. These times and dates may change depending on the Trenton Public School calendar and COVID-19 developments. Once normal residential programming resumes, you will have the same job responsibilities, but may work different hours and locations.

Responsibilities:

- Work directly with the Executive Director to create organizational strategic plans.
- Lead projects relating to business development at HomeWorks, such as business plans, logic models, housing development etc.
- Work with the HomeWorks administrative team to ensure smooth operation of the 2020-2021 Full Year Program, including managing licencing, insurance and more.
- Work with HomeWorks tutors to coordinate daily academic tutoring.
- Research and create evidence-based practices, staff training and success measures to increase scholar academic performance.
- Research and implement social-emotional success measures.
- Occasionally serve as a bus aide during daily scholar transportation.
- Assist in completing quarterly progress reports.

Required Training:

- HomeWorks Staff Orientation
- New Jersey Bonner AmeriCorps orientation prior to the start of the term of service
- Ongoing training as determined by the staff of the New Jersey Bonner AmeriCorps Program and by the Site Supervisor and/or Campus Director throughout the term of service

Desired Qualities:

- Strong commitment to HomeWorks' mission, values and scholars.
- College degree required.
- Female Preferred.
- Extensive experience with youth (experience with youth in Trenton preferred).
- Trustworthy, professional, and reliable.
- Excellent communication skills.

Dates of Dedication:

- From September 2020 until COVID-19 guidelines allow HomeWorks to operate our residential program, the Business and Operations Manager will work from 9am to 5pm virtually and at the HomeWorks location. You will also occasionally assist with bus transportation from 7:30am-9am, and/or 5-6:30pm Monday to Fridays.
- Once COVID-19 guidelines allow HomeWorks to operate our residential program, the Business and Operations Managers' hours may be subject to change.

Terms of Compensation:

Living Allowance: \$21,000 - \$28,000 for Full-Time. HomeWorks will also provide all dinner meals from Monday to Thursday. This position does not include housing.

Education Award: \$6,095 for FT only upon successful completion of the term of service.

Benefits

- Health and Dental Benefits (Serving in FT Capacity Only)
- Childcare Benefits (if eligible)
- Loan Forbearance and Interest Accrual Benefits (if eligible)

Equal Opportunity Employer Policy:

HomeWorks is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To Apply:

Email cover letter and resume to Fundraising and Operations Manager Nandini Singh at nsingh@homeworkstrenton.org, with a Re: line of "Application for Business and Operations Manager"

For more information, please visit homeworkstrenton.org

For questions and to submit your resume and cover letter, please contact nsingh@homeworkstrenton.org