New Jersey Bonner AmeriCorps Program
2022 - 2023
Full Time AmeriCorps Position - 900 Hours

Organization Name: HomeWorks Trenton

Position Title: Program Assistant

Position Reports To: House Director

Issue Area: Education - Academic Improvement

Overview of the Agency and Population Served: HomeWorks Trenton is a 501(c)(3) non-profit organization that provides a community-based, after-school boarding program for Black and Brown high school girls in Trenton, New Jersey. 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. From Sunday evenings to Friday mornings, our scholars live in the HomeWorks house and are transported to and from their public schools. Every afternoon, the girls engage in activities focused on academics, identity-driven leadership, and civic engagement. They then eat a family-style meal and stay overnight in our dorm with two full-time staff.

We partner with Trenton schools, families, and community partners to create this unique residential experience alongside scholars' communities. We aim to create an individual impact through regular school attendance and academic and social-emotional growth achievements; a community impact where scholars uplift each other and lead their communities; and a global impact that disrupts inequitable systems of gender and race.

Position Description: As HomeWorks' Program Assistant, you will serve as the link between the HomeWorks' administrative team and the HomeWorks' house team. At the house, you will complete a daily log detailing the needs of the house, provide scholars with academic and tutoring support, assist in tracking scholar academic progress, support the HomeWorks staff with overseeing daily programming, and more. Additionally, you will also serve as House Support Staff and supervise scholars when needed.

Responsibilities (include but are not limited to):

- Support and implement programming, such as academic tutoring, study skills, college access, and identity-driven leadership.
- Serve as an academic advisor and tutor, assisting scholars in daily academic study hall from 7pm to 9pm and tracking scholar school attendance and grades on a weekly basis.
- Assist in assessing academic needs of scholars, coordinate, and carry out appropriate strategies and/or interventions.
- Manage the tutor attendance database, Tutor Match.
- Assist with the Scholar Recruitment Process - send emails, coordinate school meetings, nomination sheets, recruitment calls, set up interview documents, deliberation presentations,

acceptance packets, marketing material etc.
- Assist in tracking house expenses and receipts.
- Assist in coordinating logistics of any HomeWorks events.
- Assist in creating HomeWorks marketing material.
- Serve as a bus-aide for the morning or afternoon bus routes, when needed.
- Assist Office and House Staff with any admin-related matters.

Required Training:

- HomeWorks Staff Orientation.
- Ongoing staff and culturally responsive training as determined by HomeWorks.
- 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.
- Extensive experience with youth (experience with youth in Trenton preferred).
- Trustworthy, professional, and reliable.
- Excellent communication skills.

Dates of Dedication:

- From September 2022 to June 2023, the Program Assistant will work Mondays and Wednesday 2:30pm- 9pm; Tuesdays 6pm-9:45pm; Thursdays 7pm-9pm; and Fridays from 9am-5pm. You may be asked to serve as the bus aide for the afternoon bus route 1:30 - 2:30pm from Monday - Thursday. Hours will be subject to change in the spring term.

Terms of Compensation:

Stipend Allowance: $15,000 for Part-Time. This position does not include housing.

Education Award: $3,247 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 jobs@homeworkstrenton.org, with a Re: line of "Application for Bonner Program Assistant"

For more information, please visit homeworkstrenton.org

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