

**Jewish Renaissance Foundation
Job Description**

Title: Lead Program Assistant
Department: Perth Amboy Alliance for Community (PAAC)
Location: 533 New Brunswick Ave. Perth Amboy, NJ
Reports To: PAAC Lead Program Coordinator
Status: Regular, Full-time/Salaried
Salary: \$33-\$34K

Job Summary:

The Lead Program Assistant is responsible for supporting the successful delivery of the PAAC's lead and healthy homes services, including applicant intake, participant outreach, lead and healthy home assessments, documentation and reporting, customer service, and general office support. This position interfaces with a variety of organizational personnel, external agencies, customers and the public to facilitate access to services and improve the quality of life for the families who live in the PAAC neighborhood. The Lead program Assistant will work closely with lead & healthy home evaluators, including Greater Middlesex & Morris Habitat for Humanity, Case managers, other staff engaged in weatherization and lead services, City of Perth Amboy and NJ State officials.

- Screening of PAAC Neighborhood Homes for eligibility
- Seek Community Partnerships
- Record Keeping, Data Entry and Reporting (State Database and EmpowOR)
- Communication, Service Coordination and Advocacy

Responsibilities:

- Provide program outreach and marketing for target population while supporting with neighborhood events.
- Carry out intake and collection of documents for determining qualified applicants for weatherization, housing repairs, and/or lead programs.
- Provide outstanding customer service vendors, health departments, and program applicants.
- Work closely with internal teams and external agencies to ensure participants receive comprehensive services.
- Maintain home assessment logs, documenting all interactions, decisions, and progress.
- Assist in the preparation of regularly scheduled reports.
- Carry out administrative duties such as filing, scanning and report preparation.
- Attends all team, staff and committee meetings, trainings, and other mandated agency-wide meetings.
- Performs other work-related duties and special projects as needed or assigned.

Qualifications:

- High School Diploma or equivalent
- Experience in community-based projects and programs
- Proficient knowledge of Microsoft Office products, specifically Word, Excel, Outlook, and PowerPoint
- Well organized and able to respond quickly and effectively to participants in emergency circumstances
- Proven administrative experience
- Strong organizational and planning skills
- Attention to detail
- Outstanding verbal and written communication skills
- Must be compassionate and empathetic and able to work with diverse personalities

- Reliable transportation, proof of insurance and a valid driver's license
- A flexible schedule and the ability to provide services on the weekends and evenings as needed
- Knowledge or experience in lead and healthy homes field
- Bi-lingual in Spanish

**If you are interested in this position, please send your resume to: jobs@jrfnj.org
Attention: Director of Human Resources**



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"One People, One Heart"

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