



Project Self-Sufficiency Employment Listings-July 2019

Afternoon/Evening Receptionist

Receptionist needed to greet visitors, answer phones, and perform light clerical work, 1:00 – 8:00 p.m. Direct visitors, give referrals, maintain log of daily calls and visits. Ability to multi-task, knowledge of Microsoft Office, and experience working in a related field a plus. Professionalism, organization, excellent listening and verbal communication skills a must. High School degree required.

Volunteer Coordinator

Coordinator needed to develop, promote and maintain a variety of volunteer opportunities at the agency. Conduct and arrange volunteer orientation and training. Work with colleagues to assess needs and schedule volunteers accordingly. Develop and maintain volunteer policies, procedures and standards of service. Assess and incorporate feedback from volunteers. Evaluate volunteer programs to ensure effectiveness and recommend and implement changes as needed. Organize and participate in volunteer recognition programs. Assist at agency events as needed. Develop and maintain relationships with related community organizations. Varied schedule; occasional nights and weekends required. Ability to multi-task, knowledge of Microsoft Office, and experience working in a related field a plus. Excellent leadership, organization, interpersonal, listening and verbal communication skills a must. Bachelor's degree required. Health benefits, 401K plan, and limited on-site childcare available.

Social Worker

Full time, compassionate Social Worker needed to provide case management <<https://www.projectsselfsufficiency.org/case-management>> , crisis intervention, group work and supportive counseling for low-income single parents and displaced homemakers in center-based and community-based environments. Assess clients, gather relevant information, facilitate goal-setting, provide crisis intervention, refer clients to community and employability skills resources, maintain accurate case records and prepare reports, participate in training, supervision and meetings, assist with agency events. Health benefits, 401k plan and on-site childcare available. Experience working with clients who are impacted by poverty, neglect, income barriers, violence or related circumstances a plus. Excellent written and verbal communication skills, along with proficiency in Microsoft application desired. Bachelor's degree in psychology, social work or a related field required.

Grant Writer

Grant writer with proven track record with securing local, state, federal and foundation grants needed. Help with the preparation, submission and management of grant proposals to federal, foundation and corporate sources; perform prospect research, work with finance department to gather information, understand organization's history and programs, track statistics, and assist with other fundraising projects. Required assets include history of successful funding acquisitions, strong written communication skills, ability and experience to work in deadline-driven environments, knowledge of fundraising sources, techniques and strategies. Varied schedule; occasional nights and weekends required.

Director of Development

Experienced leader needed to shepherd agency development efforts. Plan and evaluate agency's fundraising campaigns and activities; manage budget, donor database and fundraising income programs; identify and steward prospective donors; recruit and train fundraising staff and volunteers. Monitor fundraising trends and the overall nonprofit community. Communicate with donors and staff, answering inquiries in a timely fashion. Cultivate donor relationships. Superb organizational, time management, written, verbal and interpersonal skills required. Expertise with fundraising software and tools essential. Health benefits, 401k plan and limited on-site childcare available; Bachelor's degree required.

Computer Instructors

Part-time day and evening computer instructors needed. Expertise in QuickBooks and Microsoft Office applications mandatory. Good presentation skills, experience, and Bachelors' degree required. On-site childcare available.

Little Sprouts Early Learning Center

Daycare Center Director

Director needed for Little Sprouts Early Learning Center <<http://www.littlesproutsearlylearningcenter.org/>> . Supervise preschool teachers and childcare workers. Hire and train new staff members. Design program plans, manage curriculum, oversee daily activities, prepare budget, communicate with parents and caregivers. Develop and encourage age-appropriate learning and socialization to ensure children acquire basic skills and concepts. Supervise maintenance of a safe and healthy workplace in keeping with program goals and philosophy. Oversee communication between teachers and parents to help children progress towards educational and behavioral goals. Ensure that appropriate records such as progress reports, attendance and time sheets are maintained. Interface between Project Self-Sufficiency <<http://www.projectselfsufficiency.org>> and daycare center staff; assist with agency events. Excellent communication and interpersonal skills, Bachelor's degree and experience in early childhood education required. Competitive salary, health benefits, 401K plan, and limited on-site childcare available.

Preschool/Early Education Teacher

Certified early education teacher needed to implement expanded preschool program for Newton school districts students ages 3 – 5 at the Little Sprouts Early Learning Center <<http://www.littlesproutsearlylearningcenter.org>> . Utilize storytelling, instructive play, media and

other techniques to implement education program using Creative Curriculum. Observe and track children's progress. Collaborate with staff. Maintain classroom consistent with health and safety standards. Full time, health benefits and 401k plan available, experience preferred. Must be familiar with child development and preschool education practices. Excellent communication and instructional skills, Bachelor's degree and Preschool through Grade 3 Certification required.

Day Care Center Teacher

Design and follow a full schedule of activities in accordance with Creative Curriculum at the Little Sprouts Early Learning Center <<http://www.littlesproutsearlylearningcenter.org>> . Maintain a healthy and safe classroom environment in accordance with program goals and philosophy. Encourage students' healthy intellectual and psychological growth. Provide basic care and caregiving activities, including supplying proper nutrition and addressing behavioral issues. Use a wide range of teaching methods to enhance the students' abilities. Evaluate children's performance and development. Maintain communication with parents. Collaborate with colleagues; attend in-service and staff meetings. Assist with agency events as needed. Adhere to teaching standards and safety regulations. Maintain student records, report progress to supervisors and participate in parent-teacher conferences. Supervise assistants, aides and volunteers in classroom. Must have demonstrable experience, excellent knowledge of child development and up-to-date education methods, strong communication and time-management skills, creativity, patience, flexibility and a desire to work with children. Certificate in first aid and CPR a plus. Full-time; health benefits and 401k plan available. Bachelor's Degree, Associates Degree, Child Development Associate certification or Early Childhood Teacher Certification required. Competitive salary, health benefits, 401K plan, and limited on-site childcare available.

Day Care Center Aides

Provide care for children at the Little Sprouts Early Learning Center <<http://www.littlesproutsearlylearningcenter.org>> , including grooming, feeding, changing diapers, and cleaning rooms and toys. Assist staff with creating lessons plans in accordance with curriculum objectives; develop and encourage age-appropriate learning and socialization to ensure children learn basic skills and concepts. Help maintain a safe and healthy workplace in keeping with program goals and philosophy. Monitor children during outdoor and indoor activities for safety, health, behavioral and emotional issues. Work with teachers and parents to help children progress towards educational and behavioral goals. Keep all appropriate records such as attendance and time sheets. Coordinate art, music, games, and other activities. Promote positive behavior and provide guidance or approved discipline, as needed. Assist with agency events. Must have patience and be able to lift and carry children, as well as exceptional communication, teaching and interpersonal skills. Understanding of childhood development, experience and High School Diploma or equivalent required; Child Development Associates Certificate preferred. Competitive salary, health benefits, 401K plan, and limited on-site childcare available.

New Jersey Youth Corps

New Jersey Youth Corps Program Associate

Full-time associate needed for high school equivalency and employability skills program for youth, ages 16 – 25, in grant-funded New Jersey Youth Corps <<https://www.projectselfsufficiency.org/new-jersey-youth-corps>> program. Responsible for community outreach, student recruitment, facilitating academic instruction, behavioral assessments, and providing leadership with community service projects. Assist students with developing personal responsibility, self-discipline, socialization, work readiness skills, and entry-level occupational skills through classroom instruction and community service projects. Establish and maintain affiliations with area business leaders and employers. Deliver employability skills training curricula in group setting. Facilitate transition services. Create and maintain database; generate reports of job development and training activities. Health benefits, 401k plan and on-site childcare available. Excellent verbal and written communication skills needed. Experience and bachelor's degree required.

Keeping Families Together

A supportive housing, counseling and economic self-sufficiency program for DCP&P-involved families.

Substance Abuse Disorders Counselors

Full-time and part-time substance abuse disorders counselors needed for assessment, addiction education, and individual and group counseling services for youth development and family stability programs. Competitive salary, health benefits, 401k plan, and on-site childcare available. Experience working with trauma-impacted youth and families with histories of substance abuse, Master's degree and L.C.A.D.C. required.

Clinician

Full-time or part-time clinician needed for assessment, intake and counseling services for grant-funded housing and family stability program <<https://www.projectselfsufficiency.org/housing-assistance-landlord-support>> . Minimum five years' experience working with trauma-impacted families including mental health and substance abuse, preferably experienced and trained in Trauma-Focused Cognitive Behavioral Therapy. Health benefits, 401k plan and on-site childcare available; CADCI certification and Masters' degree in Social Work degree required.

Application Information

Send resume and cover letter to Deborah Berry-Toon, Executive Director, Project Self-Sufficiency, 127 Mill Street, Newton, NJ 07860; or fax to 973-940-3501; or email to pss@projectselfsufficiency.org <<mailto:pss@projectselfsufficiency.org>>