



**IRONBOUND COMMUNITY CORPORATION**

Job Description Form

Program Name:	COVID -19 Relief and Response
Job Location:	317 Elm Street Newark, NJ 07105
Job Title:	COVID-19 Program Manager
Reports to:	Melanie Reyes Title: FOC Director

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Temp position 8-9 months

**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

**ROLES AND RESPONSIBILITIES**

**Management:**

- Supervision of Food Distribution Logistics Coordinator
- Supervision of Receptionist/Vaccine Appointment Scheduler
- Partake in Cross Program Team meetings, cross-organization coordination, and communications
- Ensure the efficiency of all data
- Schedule weekly meetings to check in with those directly supervised
- Ensure quality of the programs
- Check-in weekly on inter-agency collaboration
- Works closely with Advocacy and Organizing team to connect community members to Financial Opportunity Center Services
- Coordinates connecting all ICC services to food relief community members and vaccination patients
- Ensures COVID-19 relief and response team is promoting all other ICC programs and work through our COVID-19 efforts
- Ensure all individuals scheduled to work are cleared by Human Resources to be on-site

**Vaccine Coordination:**

- Manage mobile vaccine clinic logistics, including all supplies, non-clinical volunteers, staff needed for successful implementation of vaccination clinic
- Coordinate and manage vaccine staff/volunteers and scheduling efforts to ensure successful delivery and monitoring of vaccine events
- Coordinate the transportation of resources between storage spaces and mobile vaccination clinic sites
- Support routine distribution, communication, and inventory between all partners engaged in COVID-19 vaccine clinics
- Coordinate booking and logistics with Newark DOH and Partners in Health
- Ensure vaccine site is set up and ready for scheduled vaccine event
- Develop and manage all on-site inventory of essential materials and infrastructure and non-clinical materials
- Drive the procurement process and distribution for all necessary materials and provide procurement plans and forecasting to COVID-19 Program Director as requested
- Establish and run operations meetings as needed
- Review and troubleshoot work plans alongside Program Director
- Support information sharing across all departments and with other partner organizations
- Stay updated on, and inform staff/volunteers about, changes in the vaccine landscape
- Work with local partners and trusted messengers to improve confidence in vaccines among at risk groups
- Support COVID-19 Program Director to conduct additional duties as assigned

#### **JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

**Qualifications:**

- Experience communicating with, training, recruiting and managing volunteers/staff
- Strong attention to detail and critical thinking skills
- Experience with spreadsheets and simple data management
- Strong communication and interpersonal skills
- Strong organizational skills, ability to work simultaneously on multiple projects/priorities and keep track of volunteers/staff that need attention
- Spanish language fluency is a plus

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org) with the subject line “COVID-19 Program Manager”