



Lead Program Assistant

About Us: Paterson Alliance is a coalition of more than 100 nonprofits serving Paterson and neighboring communities. In our 26 years, we have learned that collaboration among nonprofits leads to greater collective impact. We offer opportunities to network, share resources and information, and collaborate on funding opportunities. In 2023 we joined Lead-Free NJ as the Paterson Community Hub Lead. The objective of the Community Hub is to increase awareness about lead issues in Paterson, reduce Paterson community members' exposure to lead and resulting health impacts by accelerating efforts to reduce the hazards and enable holistic lead remediation.

Position Title: Lead Program Assistant

Supervisor: Lead Program Manager

Position Details: Non-exempt, 25 hour/week position, flexible schedule.

Starting Wage: \$25-\$30/hr.

Position Overview: The Lead Program Assistant supports the successful delivery of the Paterson Alliance lead and healthy homes services, including customer outreach, lead and healthy homes assessments, applicant intake, documentation and reporting, customer service, and general office support. This position will work closely with the Lead Program Coordinator, Lead & Healthy Homes Evaluators/Case Managers, and other staff engaged in weatherization and lead services, such as training and outreach. This position interfaces with a variety of organizational personnel, external agencies, customers and the general public. This role will report to the Lead Program Manager.

Who Will Be Successful: The people who thrive on our team are passionate, visionary, curious, creative, open-minded, flexible, self-directed, and willing to learn from mistakes. They are also results-driven, detail-oriented, and responsible.

Responsibilities:

- ❖ Provide program outreach and marketing for target customers in various community settings
- ❖ Schedule home visits
- ❖ Carry out intake and collection of documents for determining qualified applicants for weatherization and lead programs
- ❖ Assist with and ensure completed applications

- ❖ Provide outstanding customer service to customers, vendors, health departments and program applicants.
- ❖ Assist in the preparation of regularly scheduled reports
- ❖ Carry out administrative duties such as applicant file prep, scanning, filing, etc.
- ❖ Maintain computer and manual filing systems
- ❖ Handle sensitive information in a confidential manner

Qualifications: Required Knowledge, Skills and Experience

- ❖ Associate Degree although BA or BS preferred
- ❖ Experience in community-based projects and programs
- ❖ Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- ❖ Proven administrative experience
- ❖ Strong organizational and planning skills
- ❖ Attention to detail
- ❖ Outstanding verbal and written communication skills
- ❖ Willingness and ability to learn new software
- ❖ Reliable transportation, proof of insurance and a valid driver's license
- ❖ A flexible schedule and the ability to provide services on weekends and evenings, as needed
- ❖ Must participate in mandatory trainings including but not limited to: EPA Renovation, Repair and Painting Certification; Community Health Worker; HUD guidelines for evaluation and control of lead-based paint Hazards in Housing and the NJ Code for Lead.

Preferred, But Not Required

- ❖ Knowledge or experience in lead and healthy homes field
- ❖ Spanish language proficiency; proficiency in Bangali and Arabic are a plus

Ambition and Vision - ability to take initiative, be proactive, and come up with your own list of projects and priorities; a wide degree of creativity and latitude; self-motivated

Personality and Eloquence - Strong written and verbal communication skills; ability to represent Paterson Alliance in a professional and personable manner and build relationships with a wide-range of people; ability to use both “head and heart” methods of persuasion

Positive Workstyle - Ability to work with a positive and professional attitude; ability to work well with diverse personalities, in a team or individually; excellent organizational skills, and a high level of attention to detail

Work Environment: Work is conducted both in the community and in the office. Community work includes home visits and community tabling events and presentations to promote the

program. Must be able to work in a nonjudgmental way displaying a positive and professional demeanor at all times. Must be able to lift and carry up to 25 pounds and be able to meet the physical requirements of the position (walking, bending, lifting, etc).

This is a dynamic and fluid program; must be able to work in a changing environment to help build protocols and process to establish a solid foundation. Teamwork and problem-solving skills are imperative to support this new initiative. This is a grant funded program, positions are subject to elimination, based funding availability.

Employment at Will: This position is considered "at-will" under New Jersey law. This means that either you or Paterson Alliance may terminate the employment relationship at any time, with or without cause, and with or without notice. This policy is not intended to limit your rights or the rights of Paterson Alliance under applicable employment laws.

Paterson Alliance is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please send cover letter and resume to CareersPatersonAlliance@gmail.com Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the team.