



**New Jersey Bonner AmeriCorps Program  
2020 - 2021  
Full Time AmeriCorps Position - 1700 Hours**

**Application Link:** See Below

**Agency Name:** HomeWorks Trenton

**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, life skills, women empowerment, and civic engagement. They then eat a family-style meal and stay overnight in our dorm with two full-time staff.

Our unique model brings the benefits of the boarding school experience to public education without the bureaucracy, high fixed costs and scalability issues of an actual school. 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 when scholars regularly attend school and achieve academic and social-emotional growth; 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 Title:** HomeWorks Trenton Program Assistant

**Position Reports To:** Fedjounie Phillippe, Development and Program Manager

### 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, run daily academic tutoring and study hall, coordinate with tutors, and support the HomeWorks staff with overseeing daily programming. Additionally, you will also serve as a Bus Aide during afternoon scholar transportation hours. You will assist with program operations and marketing, including run HomeWorks' social media campaigns and create content for multiple platforms; manage success metrics; creating new pitch decks and more.

HomeWorks plans to run a full-year residential program from September 2021 to June 2022, but will adapt to COVID-19 guidelines and regulations as necessary.

### Responsibilities:

- Work with the HomeWorks administrative team to ensure smooth operation of the 2021-2022 Full Year Program.
- Run HomeWorks' social media campaigns.
- Report any necessary information to the HomeWorks administrative team through a daily report.
- Lead daily academic tutoring and study hall for scholars from 7:30pm to 9pm.
- Work with HomeWorks tutors to coordinate daily academic tutoring.
- Assist in organizing after school tutoring and academic and social-emotional workshops for scholars.
- Research evidence-based practices, staff training and success measures to increase scholar academic performance.
- Assist in completing quarterly progress reports.

### 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 2021 to June 2022, Program Assistants will work from 1pm to 9pm at the HomeWorks house from Monday to Thursday during the program. They will work from 9am to 5pm at the HomeWorks administrative office on Fridays.
- From July 2022 to August 2022, Program Assistant will work 9am-5pm at the administrative office from Monday to Fridays.

Terms of Compensation:

Living Allowance: \$21,000 for Full-Time. HomeWorks will also provide all dinner meals from Monday to Thursday. This position does not include housing.

Education Award: \$6,095 for FT 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 Development and Program Manager Nandini Singh at [nsingh@homeworkstrenton.org](mailto:nsingh@homeworkstrenton.org), with a Re: line of “Application for Program Assistant”

**For more information, please visit [homeworkstrenton.org](http://homeworkstrenton.org)**

**For questions and to submit your resume and cover letter, please contact  
[nsingh@homeworkstrenton.org](mailto:nsingh@homeworkstrenton.org)**