



**HomeWorks Trenton**  
**Princeton P55 Program and Communications Coordinator Job Description**

**Organization Name:** HomeWorks Trenton

**Overview of the Organization and Population Served:** HomeWorks Trenton is a 501(c)(3) non-profit organization that provides free, community-based, after school residential program where Black and Brown high-school girls can authentically express themselves while receiving academic and social-emotional tools to thrive despite living in a systemically unjust society. Our holistic, after-school residential program runs from Sunday evenings to Friday mornings. Scholars live in the HomeWorks house and are transported to and from their public schools to combat chronic absenteeism. Every afternoon, they engage in activities focused on academics, cultural 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 members.

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 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. Our vision is to create communities of young women around the world breaking down educational and gender barriers to social justice.

**Position Title:** Program and Communications Coordinator

**Position Reports To:** Natalie Tung, Co-Founder and Executive Director

**Position Description:**

The Program and Communications Coordinator is a Princeton P55 Fellowship Position (Class of 2020, 2021). This position works full-time under the Executive Director and Development and Program Manager to assist with HomeWorks' smooth operations and organizational development. You will play a critical role in assisting the Development and Program Manager in coordinating the day-to-day operations and effectiveness of HomeWorks Trenton, including but not limited to: working with the House staff members; planning and running program workshops for scholars, coordinating the program's schedule and transportation; research and revamp success metrics; organizing volunteer days; managing nonprofit interns in the summer; creating and executing branding and social media; and supporting the Development and Program Manager and HomeWorks staff by whatever means necessary. You will also play a critical role in assisting the Executive Director with organization development, including but not limited to: assisting with editing pitch decks and business plans; executing projects laid out in the strategic plan; creating new marketing materials; revamping processes and manuals; and supporting the

Development and Program Manager and HomeWorks staff by whatever means necessary. As HomeWorks is a young nonprofit, tasks will vary on a day-to-day basis but remain consistent in importance. You are expected to be flexible, collaborative, reliable, and hardworking in order to support HomeWorks' work and growth. Some duties will take place in the office, while others will require you to be on the HomeWorks site, interacting with scholars and their families. You must be committed to the mission of HomeWorks and be respectful of the community it serves.

**Responsibilities:**

You will support the Executive Director and Development and Program Manager in all aspects of the organization, including but not limited to:

**Program Operations**

- Assist the Development and Program Manager to coordinate all program operations, including establishing residence, transportation, program schedule, etc.
- Assist the House Staff and Development and Program Manager with any issues that may arise within the House.
- Maintain and update all portals on the website.
- Coordinate candidate and application communications, including responding to inquiries, scheduling interviews, and admissions and enrollment activities.
- Plan and coordinate program events such as orientation, graduation and special events; assist in managing space rentals for all classes and activities.
- Plan, coordinate and implement volunteer and internship programs.
- Support scholars as needed to ensure access to all program materials and opportunities.
- Manage attendance and program evaluation records, and coordinate use of data analysis for learning and improvement.
- During the program session, assist in all aspects as needed to help HomeWorks achieve measurable success.
- Build strong relationships with House staff and HomeWorks scholars.
- Across all areas of work, contribute to annual operations calendars and manuals.
- Remain adaptable and uphold HomeWorks values for incidents and situations that arise that may not be outlined above.

**Organizational Development**

- Research grant and donor opportunities.
- Assist with the fundraising campaigns, such as Giving Tuesday, using social media, Canva, and MailChimp.
- Write thank you emails and letters to donors.
- Create our branding and social media content based on the priorities and goals outlined in the communication plan.
- Assist with editing and creating business materials, such as pitch decks, business plans, logic models, manuals etc.
- Contribute to the development and integration of new processes and systems as appropriate.

**Required Training:**

- HomeWorks Staff Orientation.
- Ongoing staff and culturally responsive training as determined by HomeWorks

**Desired Qualities:**

- Obtained a Bachelor's Degree
- Strong commitment to HomeWork's mission, values, and scholars.
- Strong interest and understanding of ethical community work.
- Professional, reliable, and demonstrates strong verbal and written communication skills.
- Excellent and succinct writing skills.
- Good interpersonal skills with staff, HomeWorks scholars, and community members.
- Strong attention to detail with excellent organizational and follow-through skills.
- Ability to be flexible and take initiative.
- Must occasionally work nights and weekends, depending on workshops and/or program schedules.
- Honesty
- Ability to manage multiple projects at the same time without decreasing quality of work.
- Ability to take ownership and accountability
- Ability to work independently as well as collaborate as part of a team.
- Valid driver's license and regular access to a vehicle; willingness to travel to sites for program activities.

**Dates of Dedication and Terms of Compensation:**

HomeWorks is looking for someone to start immediately, and the term will end on June 30, 2022.

You will be expected to work approximately 40 hours per week. There will be weeks where you are expected to work longer hours and have availability to work evenings and weekends as necessary.

You will be entitled to ten days of paid vacation and will be expected to provide HomeWorks with reasonable notice of your intent to take time off, in no less than two weeks prior to taking vacation. You, and not HomeWorks, will be responsible for your medical costs and insurance.

Your offer will be contingent upon the successful completion of a background check.

**Equal Opportunity Employer Policy:**

HomeWorks is an at-will organization. This means that both you and HomeWorks reserve the right to terminate the relationship at any time for any reason and certainly prior to completion of the Fellowship. This letter serves only to confirm our verbal discussion of the fellowship opportunity and nothing should be construed as a contract of employment, or otherwise.

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

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