



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES
280 GROVE STREET JERSEY CITY, NJ 07302
P: (201) 547-5217 F: (201) 547-5022



STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Program Assistant

Department: Health & Human Services

Division: Food & Nutrition

Exempt/Non-Exempt: Non-Exempt

Workweek: M-F 8:30 A.M-4:00 P.M/9:00 A.M-4:30 P.M (some weekends), 37.5 Hours

Salary: \$36,000-40,000K based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, mileage reimbursement, and more.

The Division of Food & Nutrition seeks to promote the consumption of healthy nutritious food, alleviate hunger and food insecurity by increasing access to healthful foods, and support our local food system. The Division of Food & Nutrition manages a number of programs and initiatives including the Meals on Wheels Service, Congregate Senior Lunch Program, JC Double Bucks, Adopt-a-Lot, Cooking Matters at the Store, and Hunger Free JC.

The Division of Food & Nutrition is looking for a **Program Assistant** who will report to the Director of the Division of Food & Nutrition. The Program Assistant will work very closely with and assist the Division Director in everyday activities, as well as provide general administrative support and coordination to the Division of Food & Nutrition. The program assistant will also assist in the coordination of key programmatic activities connected to the division's healthy food access initiatives.

Job Duties:

- Provides administrative support to the Division Director including answering the Division Director's telephone line, scheduling appointments and meetings, and taking notes at internal and external meetings
- Coordinates internal and external meetings including preparing materials and agendas, as needed
- Manages daily attendance to be submitted to the Fiscal Division
- Manages administrative paperwork for the division including biweekly paycheck distribution, circulating department memorandums and communications, processing invoices, travel reimbursements, and expense reports
- Coordinates various office management tasks including ordering supplies, keeping supply inventories, facilitating deliveries, and interfacing with vendors
- Collects data from division program supervisors and manages the division data dashboard
- Administers donations for the senior nutrition assistance programs including counting, tallying, and submitting monies to the Fiscal Division
- Manages relationships with Jersey City farmers' markets including maintaining market database, coordinating publicity and promotion, coordinating outreach for nutrition education workshops, and serving as a liaison for the implementation of the JC Double Dollars program

- Manages relationship with Adopt-a-Lot lease holders including processing applications, organizing and processing yearly leases, ordering gardening supplies, and making periodic site visits.
- Maintains relationship with Hunger Free JC member organizations including updating the database and weekly food distribution counts
- Coordinates weekly and ad-hoc Hunger Free JC distributions including contacting member organizations through e-mail and phone, communicating with food rescue organizations, volunteer recruitment and management, and being on-site for weekend and weekday distributions
- Schedules and coordinates nutrition education workshops for dietitians conducting senior nutrition workshops
- Attends meetings and trainings, as needed
- Assists with emergent projects, as needed

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Educational Background: Bachelor's Degree (human services fields preferred).

Required Experience: Minimum one year of administrative and/or programmatic experience (professional, intern, or volunteer). Must possess a valid New Jersey Driver's License

Essential Skills:

- Ability to work independently with minimal supervision and as an effective team member
- Detail-oriented with strong recordkeeping and organizational skills
- Excellent interpersonal skills with the ability to create and maintain positive and professional relationships with co-workers, supervisors, and community/government agencies
- Strong written and verbal communication skills including the ability to communicate with diverse populations
- Plan and prioritize work activities to meet deadlines and program goals
- Ability to carry out tasks quickly, competently and within designated time frame in a fast-paced work environment
- Proficient in computer applications such as Microsoft Office including Outlook, Word, and Excel
- Ability to quickly learn new computer programs; experience with client management systems a plus

Preferred Skills:

- Fluency (speaking, reading, and writing) in English is required. Fluency in Spanish is a plus.
- Demonstrated interest and/or knowledge of food education, nutrition, and/or community/public health

This is a Civil Service position and, if applicable, you will eventually need to qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.