



**TITLE:** Community Education Advocate  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Community Education Supervisor  
**DEPARTMENT:** Non-Department Related  
**EMPLOYMENT STATUS:** Full Time/ Schedule varies based on program needs and regularly includes evenings/weekends.

**LOCATION:** Hoboken, NJ  
**PROGRAM:** Community Programs  
**SALARY RANGE:** TBD

**ESSENTIAL FUNCTIONS:**

- Assist and support the promotion, development, organization and delivery of the agency's Community Programs and classes.
- Conduct effective and thorough client outreach throughout the community in order to recruit eligible clients for all Community Programs' services and classes.
- Conduct educational and informational workshops on agency grounds and at Community Partner Locations.
- Obtain accurate client information and supporting documentation to determine client eligibility for appropriate HOPES CAP, Inc. programs as well as various assistance programs and provide direct assistance support with the application process.
- Support all aspects of the agency's VITA Program (scheduling appointments, processing tax returns and all other requirements outlined in the VITA guidelines).
- Prepare course outline, materials, activities, and lesson plans for all classes prior to class commencement.
- Create lesson plans that are appropriate to the skill level of the clients as well as challenging and create in both English and Spanish pending the needs of the clients.
- Provide individualized support to all participants in order for them to achieve their personal and/or professional goals; modify goals as needed.
- Provide tutoring to clients in need of extra assistance and one on one support.
- Track client progress by administering and evaluating pre and post exams.
- Enter all relevant data into assigned data base(s) according to funding source(s) and compile qualitative and quantitative data necessary for creating and submitting various reports to the Community Education Supervisor as assigned.
- Actively participate in special community events and agency-wide initiatives including development events and activities.
- Perform any other duties as assigned in support of agency and program needs and operations.

**MINIMUM REQUIREMENTS:** (Must be fully met in order to qualify for position)

- Bachelors degree and 2-3 years of experience in educational/recreational activities.
- Proficient computer skills, including data base systems, and access to email and internet.
- Ability to work independently and collaboratively under critical time frames and apply good work habits to effectively complete assigned tasks and contribute to the smooth operation of the program.

**ADDITIONAL PREFERRED QUALIFICATIONS:** (Optional, used to determine best match in candidates)

- Knowledge of needs and concerns faced by individuals with low income or economic and social challenges.
- Knowledge of social and economic resources available to low income population of the areas served.
- Knowledge of Community Education/Financial Education.

Submit resume to [hr@hopes.org](mailto:hr@hopes.org)

HOPES CAP, Inc. is an Affirmative Action/EEO Employer

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