



**PRAB**



PARTNERS IN YOUR LIFE'S JOURNEY  
COMPAÑEROS EN EL VIAJE DE SU VIDA

**LIVE UNITED**



United Way  
of Central Jersey

## VISTA COMMUNITY ACTION PROJECT COMMUNICATIONS & SPECIAL EVENTS COORDINATOR @ PRAB

*Improving PRAB's messaging & support for anti-poverty work throughout Central New Jersey*

**P**RAB is seeking a Communications & Special Events (CSE) Coordinator, who will improve PRAB's messaging and support for its anti-poverty work throughout Central New Jersey. In the process, you will build on efforts to re-position community perceptions about PRAB from being a human social services agency to a holistic community partner that provides life-long support for people's success.

As the CSE Coordinator, you will produce more communications tools. Our social ambassadors will take on more of the day-to-day functions of their respective programs, and will coordinate institutional messaging. Program staff and participants will be able to use the event planning tools and secure active involvement in these efforts. Ultimately, you will ensure that effective and efficient means of communication are in place. The perception of PRAB's value and role in the community will have improved. There will be increased information sharing among internal programs and departments and external stakeholders. Also, individuals and organizations will join partnerships and collaborations, and will invest and volunteer in our anti-program services and activities.

In addition, you will be part of the broader PRAB VISTA Community Action Project (CAP), which is a partnership between PRAB and the United Way of Central Jersey. You will join a dedicated and supportive professional team of service providers, and a VISTA team that is working on Early Education Development, Community Partnership and Volunteer Development, Resource Development, and Institutional Development.

### YOUR VISTA RESPONSIBILITIES

- ◆ **Inform** others about our institutional and collaborative efforts, and increase awareness of the needs of our low and moderate-income populations;
- ◆ **Establish** and maintain effective communications tools (e.g., newsletters), and convey ways for others to connect to our work;
- ◆ **Develop** a special events planning guide, organize special events, and secure active involvement in these efforts;
- ◆ **Organize** efforts of staff social ambassadors, who publicize our progress, success stories, and impact

**PRAB**  
90 Jersey Avenue, New Brunswick, NJ 08901  
P: 732.828.4510    www.prab.org

**United Way of Central Jersey**  
32 Ford Avenue, Milltown, NJ 08850  
P: 732-247-3727    www.uwcj.org



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### **YOUR VISTA BENEFITS**

- ◆ Modest Living Allowance
- ◆ Healthcare Allowance OR VISTA Health Benefit Plan
- ◆ Relocation Allowance (if applicable)
  - ◆ Deferment or Forbearance of federal student loans
- ◆ Earn one year non-competitive eligibility for employment in the federal government, allowing you to apply for federal jobs with the advantage of not having to go through the standard public competitive process
- ◆ End-of-Service Education Award OR Cash Stipend
- ◆ Supplemental Personal & Professional Training
- ◆ Childcare Assistance (if eligible)

### **BASIC ELIGIBILITY REQUIREMENTS**

- ◆ Some College
- ◆ Related Experience
- ◆ Reliable Transportation

### **YOUR SERVICE SITE**

PRAB  
90 Jersey Avenue, New Brunswick, NJ 08901

PRAB is a comprehensive human services organization with our headquarters in New Brunswick, Middlesex County, New Jersey. We are the primary institution in Central New Jersey that provides diverse bilingual/multicultural services to the Central New Jersey community. Our mission is to equip diverse individuals and families in Central New Jersey to achieve personal, family, and community development. We operate 12 sites in Middlesex and Mercer counties, and serve approximately 30,000 individuals and families each year. As the Community Action Agency for Middlesex County West, we also address issues of poverty to change people's lives, bring hope, and improve our local communities.

### **YOUR START DATE**

July 30, 2018

### **HOW YOU CAN APPLY**

<https://my.americorps.gov/mp/listing/viewListing.do?id=81081&fromSearch=true>