

Title:	PowerBack Program Assistant
Status:	Full-time, 35 hours per week, Monday-Friday. Hybrid: WFH, on-site at schools, and at our Oradell, NJ office.
Rate:	\$26 per hour (APFC does not offer health benefits at this time)
Start Date:	October 1, 2025

PowerBack is our teen dating abuse outreach program provided on-site at high schools and community organizations in north and central NJ. We are looking for a proactive, relatable and detail-oriented person with a passion for youth empowerment to provide support in all aspects of the program.

We will only reply to candidates who meet these qualifications:

- MUST understand the issues related to dating abuse and domestic violence. A BA from a 4-year college or accredited university (a Social Work major or related field is preferred). An equivalent combination of education and related experience may be sufficient.
- Must have experience working with teens and have the ability and maturity to confront and solve problems related to dating abuse.
- Must have experience working with youth, especially teen boys, in educational, mentoring, coaching, or outreach roles.
- Must have strong communication and facilitation skills, with the ability to engage diverse audiences in sensitive conversations.
- Must be familiar with popular social media platforms and understand how to create content, engage teens, and track basic metrics.
- Dynamic public speaking skills, strong writing skills, and knowledge of Excel and Word are required.
- Reliable transportation to travel to schools and community organizations in north and central NJ is required.

Job Responsibilities:

This position reports to the PowerBack program manager.

- Serve as a positive role model and a trusted adult for program participants.
- Co-conduct presentations in high schools and at community-based organizations:
 - Organize logistics for presentations (set-up, break-down, prep materials, disseminate/collect evaluations, refreshments).
 - Maintain consistent communication with teen peer leaders to provide information on upcoming events.
 - Revise PowerPoints, handouts, and other materials as needed.
- Conduct research to ensure resources and information are updated for all materials.
- Provide support, information and referral to any teen victim of dating abuse or teen who's exposed to violence at home.
- Assist with developing outreach efforts to engage teen boys in meaningful conversations using creative, age-appropriate approaches to spark dialogue, build trust, and promote positive change.
- Build partnerships with schools, youth programs, sports teams, and other community organizations to reach and involve teen boys.
- Social Media:
 - Create social media posts, design graphics in Canva, and develop video content for Instagram, TikTok and YouTube.
 - Daily: Monitor accounts, engage with followers and help to gain new followers.
 - Stay up to date on social media trends and new platforms for teens.
 - Take photos/video at PowerBack events; ensure permission slips are secured.
- Submit quarterly narrative and statistical report to Program Manager.
- Research teen-focused companies to solicit for in-kind support.
- Attend staff meetings and professional development training, as requested.
- Submit monthly timesheet, travel and expense reports on a timely basis.

To apply: Email Cover Letter and Resume to Info@APartnershipForChange.org