
TOWN OF GUTTENBERG

“THE HIDDEN GEM OF NORTH HUDSON”

MUNICIPAL BUILDING
6808 PARK AVENUE
GUTTENBERG, N.J. 07093



201-868-2315

TOWN OF GUTTENBERG

FULL-TIME HUMAN SERVICES COORDINATOR

FULL-TIME HUMAN SERVICES COORDINATOR – The Town of Guttenberg is seeking a dedicated, organized, and community-focused Human Services Coordinator to join our team. This position plays a vital role in connecting residents to essential services, coordinating programs, and supporting the overall well-being of individuals and families in our community.

KEY RESPONSIBILITIES

- Serve as the primary point of contact for residents seeking assistance with social services, including housing, food security, mental health referrals, and state/county programs.
- Conduct intake assessments, maintain case files, and provide follow-up support to ensure residents receive appropriate services.
- Collaborate with external agencies, nonprofits, county departments, and community partners to expand available resources.
- Track program metrics, prepare reports, and maintain accurate records.
- Assist with grant applications, reporting, and compliance as needed.
- Oversee outreach efforts to ensure residents are aware of available resources.
- Support emergency response efforts related to extreme weather events or resident displacement.
- Perform other duties as assigned.

Salary will be commensurate with the salary ordinance. Completed applications and resumes must be submitted to Dr. Cosmo A. Cirillo, Town Administrator, 6808 Park Avenue, Guttenberg, NJ 07093 or electronically to ccirillo@myguttenberg.com no later than Friday, December 19, 2025.

The Town of Guttenberg is an Equal Opportunity Employer. The Town reserves the right to interview candidates before application deadline. The Town reserves the right to accept applications until the position is filled.

Job Post Opening: December 5, 2025
Job Post Closing: December 19, 2025