

POSITION AVAILABLE



Job Title: Program Assistant

SUMMARY

[New Jersey Future](#) seeks a skilled, organized and motivated individual to provide administrative and communications support to the program team involved with projects dedicated to improving the state's water quality and infrastructure. This includes assisting the team who serve as the backbone staff of the [Jersey Water Works](#) collaborative. This position will also support other areas of the organization. The program assistant will work within a collaborative team environment on a variety of tasks, including database and e-mail list management, website updates, basic print and electronic design work, scheduling and event support.

ORGANIZATIONAL OVERVIEW

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible growth, redevelopment and infrastructure investments to foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, provide access to safe, affordable and aging-friendly neighborhoods and fuel a strong economy. The organization does this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. The organization is based in downtown Trenton, N.J. For more information please visit www.njfuture.org

JOB DESCRIPTION

The program assistant is an entry-level full-time position working on-site at our Trenton headquarters and will primarily support several of the organization's programmatic areas as well as assist with organizational projects and tasks.

RESPONSIBILITIES include but are not limited to:

- Creating and maintaining accurate and current databases and email lists using assorted software platforms.
- Scheduling and supporting meetings and events including managing the invitation process, securing meeting locations, preparing meeting materials, note-taking and providing on-site support as needed.
- Creating and updating web content, including copy and graphics, for program-specific sites.
- Designing new or utilizing established email templates to be used in our email service provider.
- Basic formatting of reports, flyers, and PowerPoint presentations, and preparing correspondence.
- Assisting with social media marketing campaigns and day-to-day activities including development of content, including images, and scheduling of posts.
- Research support to program managers as needed.

SKILLS AND EXPERTISE

- Minimum of one year of work experience with a demonstrated track record of working well in a team environment.
- Associate's degree required. Bachelor's degree preferred.
- Solid organizational skills, including ability to organize meetings, manage multiple contact lists and work independently.
- Excellent oral and written communications skills.
- Ability to learn quickly and work well in a fast-paced team environment.
- Knowledge and experience working with an email provider (Constant Contact preferred); design software (Adobe or Canva preferred); project management software (Basecamp preferred) and database software.
- Solid skills in Microsoft Office and Google G Suite.
- Poise in interacting and coordinating with a diverse group of individuals.
- Motivated by the organization's issues and a strong mission-driven work ethic.

COMPENSATION

The salary for this position is commensurate with experience, but on the scale of a small nonprofit organization, and will range between \$34,000 and \$36,000 plus benefits.

TO APPLY

Interested and qualified candidates should send a resumé and cover letter to Marianne Jann at njfuture@njfuture.org.

At New Jersey Future, we embrace differences and advance fairness as core components of our mission and operations. We are committed to ensuring equitable outcomes in our work internally, externally, and programmatically in order to nurture powerful ideas and realize meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.