

POSITION AVAILABLE



Program Coordinator

SUMMARY

New Jersey Future is looking for a skilled, organized, motivated individual to manage communications, working committees and member relations for Jersey Water Works, a large and growing collaborative focused on transforming New Jersey's inadequate water infrastructure. The successful candidate must have an interest in the collaborative's key issues; must have strong organizational, communications and teamwork skills; and must be able to work effectively in a fast-paced environment while managing many priorities. This is an opportunity to join a movement of a large and diverse statewide network of people working to shift the culture and thinking around one of the one of the state's leading policy issues.

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

Jersey Water Works is a collaborative effort of [many diverse organizations and individuals](#) who embrace the common purpose of transforming New Jersey's inadequate water infrastructure by investing in sustainable, cost-effective solutions that provide communities with clean water and waterways; healthier, safer neighborhoods; local jobs; flood and climate resilience; and economic growth. New Jersey Future provides administrative and programmatic support to the collaborative. For more information, please visit www.jerseywaterworks.org.

JOB DESCRIPTION

The program coordinator will join the Jersey Water Works backbone staff, which facilitates the collaborative's day-to-day operations. The coordinator will develop communications to Jersey Water Works members and its larger network via multiple channels, including e-newsletters, social media and the collaborative's website. Relationship-building is key to a successful collaborative, and the coordinator will work with other backbone staff to support committees, draft policy recommendations, recruit new members, and administer the orientation process and contact management system. The position also involves planning and executing events, including an annual conference and membership meeting. This is a full-time position.

RESPONSIBILITIES

The coordinator's responsibilities will include, but not be limited to:

- **Communications:** Preparing professional communications, including monthly and bi-weekly newsletters, social media posts, blog posts and website updates.
- **Coordination:** Working with committee chairs to organize meetings, track and manage projects, and prepare meeting notes in order to help ensure the committees meet annual goals. Also, maintaining the collaborative's contact database.

- **Policy:** Assisting in shaping policy recommendations and best-practice guidance documents.
- **Outreach:** Playing a leading role in building the collaborative's networks by recruiting and orienting new supporters and committee members and by representing the collaborative at outside events.
- **Event planning:** Helping to organize the annual membership meeting, conference and other events.
- **Strategy:** Tracking the collaborative's progress on metrics related to membership and engagement, and contributing to the backbone staff's long-term planning for Jersey Water Works.

REQUIREMENTS

- Excellent organizational skills, including the ability to organize meetings, manage contact networks and work independently
- Excellent oral and written communications skills
- Ability to learn quickly and work well in a fast-paced team environment
- Demonstrated ability to carry out detailed work accurately and on time
- Experience in managing social media accounts and online outreach campaigns in a professional setting
- Ability to work well with a diverse range of people
- Poise in interacting and coordinating with high-level individuals
- College degree

ADDITIONAL PREFERRED QUALIFICATIONS

- Knowledge of Constant Contact or other email service provider; Wordpress or other similar website software
- Experience working with collaborative efforts involving many stakeholders
- College degree focus in communications, environmental studies, planning, public policy, or comparable discipline
- Professional or volunteer experience in issues such as the environment, community development, equity or sustainability

COMPENSATION

Compensation will be between \$35,000 and \$38,000 based on the candidate's experience and skills. This is a full-time position and includes competitive benefits.

TO APPLY

Interested and qualified candidates should submit a cover letter and resume and one short writing sample (no more than five pages) to njfuture@njfuture.org. If available, candidates may also provide examples of marketing materials, handouts, or email campaigns they have developed.

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.

New Jersey Future is an Equal Opportunity Employer.