

# POSITION AVAILABLE

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## Policy and Resource Center Coordinator

### ORGANIZATIONAL OVERVIEW

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes growth that fosters vibrant cities and towns, protects natural lands and waterways, enhances transportation choices, provides access to safe, affordable, and aging-friendly neighborhoods, and fuels a strong economy. The organization does this through original research, innovative policy development, advocacy, strong partnerships, and hands-on strategic assistance. New Jersey Future is based in downtown Trenton, N.J. For more information, please visit our website at [www.njfuture.org](http://www.njfuture.org)

### SUMMARY

New Jersey Future is looking for a motivated individual to develop, coordinate and help disseminate information and resources that will reduce pollution and flooding in New Jersey communities. The ideal candidate will have relevant work experience managing and coordinating projects, an ability to conduct research, a high level of comfort with website development and management, and a keen interest in making a difference in the state.

### POSITION BACKGROUND

Climate change is exacerbating flooding and water pollution in New Jersey. New Jersey Future has been working on a number of water infrastructure issues to address this and other challenges. One of these initiatives includes helping towns develop the funding and institutional capacity to manage stormwater in ways that are more efficient, better for the environment, and better for the community. Through the efforts of New Jersey Future and its partners, municipalities can now create stormwater utilities. This particular initiative involves promoting best practices and on-the-ground implementation of stormwater utilities throughout New Jersey.

### JOB DESCRIPTION

The policy and resource center coordinator is a full-time position for an individual interested in strengthening New Jersey communities and advancing clean water. The position involves helping local governments and utilities create stormwater utilities more affordably and effectively in order to reduce flooding and improve water quality.

The coordinator will work closely with the stormwater policy manager to create a web-based resource center, organize training sessions, and facilitate a peer-to-peer network. The coordinator will research best practices from other states to prepare resource materials that reflect national best practices including written guides, case studies, and model ordinances. The coordinator will develop a highly-accessible, user-friendly stormwater utility website to host resources and guidance, similar to New Jersey Future's [Green Infrastructure Municipal Toolkit](#). The coordinator will have assistance from consultants, an advisory team, and an internal working group. The coordinator will report to the policy manager for stormwater and facilitate an

in-house resource center team. The position involves working with other New Jersey Future staff in a supportive and collegial atmosphere.

## **RESPONSIBILITIES**

- Create a web-based stormwater utility resource center by researching and producing resource materials and creating the website.
- Support the policy manager in providing technical expertise and training to partners to engage local decision-makers and help move them through the process.
- Facilitate peer exchange between jurisdictions in Pennsylvania, Delaware, Maryland, and New Jersey that have successfully implemented stormwater utilities, as well as with target towns in New Jersey that have not.
- Support other organizational communications work as needed.

## **REQUIREMENTS**

- Prior work experience with a demonstrated track record of working independently to move projects forward
- Experience with website development and web communications
- Solid organizational skills, including ability to organize meetings
- Robust oral communications skills and ability to present publicly
- Excellent research and writing ability
- Educational background and/or experience in planning, environmental studies, public policy, communications or comparable discipline
- Intellectually inquisitive, with an ability to recognize or infer innovations in state and local policies preferred
- Good graphic design skills a plus
- Creative but detail oriented
- Reputation as a team player who works well with others
- 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 be in the range of \$35,000 to \$45,000 plus benefits.

## **TO APPLY**

Interested and qualified candidates should send a resume and cover letter to Marianne Jann at [njfuture@njfuture.org](mailto:njfuture@njfuture.org).

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*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.*