



## INTERNSHIP OPPORTUNITY

### Communications Intern for Jersey Water Works Spring 2021

#### ORGANIZATION

##### New Jersey Future

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. New Jersey Future does this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to New Jersey Future's mission and operations. To effectively advance its mission, New Jersey Future is firmly committed to pursue greater justice, equity, diversity, and inclusion through its programs, internal operations, and external communications. The organization is based in downtown Trenton, NJ. For more information, visit [www.njfuture.org](http://www.njfuture.org).

##### Jersey Water Works (JWW)

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. Through a collaborative approach, Jersey Water Works engages the unique perspective and expertise of its member organizations to solve complex problems. JWW is now developing baseline information on the current state of affordability of water services for New Jersey households. New Jersey Future facilitates and supports Jersey Water Works. For more information, visit [www.jerseywaterworks.org](http://www.jerseywaterworks.org). Jersey Water Works seeks equitable, just outcomes as it works collectively to transform water systems for everyone.

#### POSITION

Jersey Water Works is looking for an intern to assist with research and communications, including, but not limited to, the following:

##### Responsibilities

- Assist with generating newsletters (three per month).
- Design social media content, graphics, and other marketing material.
- Work with the team to update and maintain a social media presence, including creating and scheduling Facebook and other social media updates.
- Schedule and track effectiveness of social media.
- Work closely with Jersey Water Works backbone staff on marketing and communication to update, redesign, and launch the JWW website.
- Assist in finalizing the orientation webinar for new members.
- Attend and actively participate in weekly marketing and communications meetings.

Applicants must be able to take ownership of a project and demonstrate excellent research, interpersonal, and written communication skills.

Applicants should be flexible, resourceful, and able to take the initiative on tasks. The intern will have an opportunity to meet, work, and participate in various policy discussions with New Jersey Future staff as well as attend meetings with the Jersey Water Works collaborative.

The intern will report to Paula Figueroa-Vega, Program Manager of Jersey Water Works ([pfigueroa@njfuture.org](mailto:pfigueroa@njfuture.org)).

### **REQUIREMENTS**

Applicants should be available at least 8 to 12 hours per week for 12 weeks. They must be able to work independently and demonstrate an ability to do accurate, detail-oriented work. The position is currently primarily remote w/some on-site time opportunities (e.g., for filming, photography).

### **COMPENSATION**

This position pays \$16-\$18 per hour, based on experience, up to \$2,500 in total compensation.

### **APPLICATION**

Interested candidates should submit a cover letter, resume, and writing sample to Paula Figueroa-Vega, [info@jerseywaterworks.org](mailto:info@jerseywaterworks.org). Applications will be accepted until the positions are filled. Review of applications will begin on January 8, 2021.

### **WRITING SAMPLE**

Please submit a recent (within the past year) writing sample that you wrote that is relevant for this position. *Examples include:*

- Articles or other contributions
- Writing assignments
- Newsletters
- Blog posts
- Press releases
- Sample from your personal collection not related to work or school that showcases your ability to do this internship.



*At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing 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.*