



POSITION AVAILABLE

Program Associate

ORGANIZATION

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible and equitable growth, redevelopment, and infrastructure investments to foster healthy, strong, resilient communities; protect natural lands and waterways; increase transportation choices beyond cars; provide access to safe, affordable, and aging-friendly neighborhoods; and fuel a strong economy for everyone. 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. New Jersey Future is firmly committed to pursuing 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.

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 that serves as the support staff for the [Jersey Water Works](#) collaborative. This position will also support other areas of the organization. The program associate will work within a collaborative team environment on a variety of tasks, including but not limited to website updates, basic print and digital design work, scheduling, and event support.

POSITION DESCRIPTION

The program associate will support several of the organization's programs and assist with various organizational projects and tasks. The associate often serves as a bridge between communications staff and program staff for the coordination of events, production timelines, logistics, and content needs. This is a full-time position working on-site at New Jersey Future's office in Trenton, New Jersey when it is deemed safe to return. Remote working options for up to two days per week exist. The position is fully remote in the interim.

RESPONSIBILITIES

The Program Associate's responsibilities include, but are not limited to:

- Creating, designing, and updating print and digital content, including copy and graphics, for program-specific events, campaigns, and websites
- Creating emails for use with our email service provider (Constant Contact), including design of email templates
- Formatting of reports and flyers, designing PowerPoint presentations, and preparing correspondence
- Assisting with social media activities and marketing campaigns, including the scheduling of posts and the development of content and images
- Scheduling and supporting meetings and events, including managing invitation processes, securing meeting locations, preparing materials, notetaking, and providing on-site support
- Managing organizational accounts for online meetings and webinars, such as Zoom
- Creating and maintaining accurate and current databases and email lists using an assortment of software platforms
- Research support to program managers

REQUIREMENTS

- Minimum of one year of work experience with a demonstrated record of working well in a team environment
- Associate's or bachelor's degree
- Solid organizational skills, including ability to organize meetings, work independently, and juggle multiple assignments at once
- Ability to learn quickly and work well in a fast-paced team environment
- Ability to communicate with, and meet the requests of, multiple internal team members and various outside partners
- Knowledge and experience working with an email provider (Constant Contact preferred); design software (Adobe or Canva preferred)
- Solid skills in Google Workspace and Microsoft Office
- Motivated by the organization's issues and a strong mission-driven work ethic
- Commitment to justice, equity, diversity, and inclusion and employing these values in all aspects of their work

COMPENSATION

The salary for this position is \$35,000 - \$37,000 based on the candidate's experience and skills. Salary negotiable. This is a full-time position with benefits, including health, dental, vision, and life insurance, short- and long-term disability.

APPLICATION

Interested and qualified candidates should submit a cover letter, a resume, and one short writing sample (no more than five pages) to HR@njfuture.org.



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.