



POSITION AVAILABLE

Digital Communications Coordinator

ABOUT US: At New Jersey Future, we believe that great places help build great lives. To help create and preserve our great places, we promote sensible and equitable planning, redevelopment, and infrastructure investments that foster vibrant cities and towns; protect natural lands and waterways; enhance transportation choices; support a strong economy; and provide access to safe, affordable, and aging-friendly neighborhoods for everyone. We do this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to our mission and operations, and we are firmly committed to pursuing greater justice, equity, diversity, and inclusion in our work and culture. New Jersey Future is located in downtown Trenton, NJ. For more information, visit www.njfuture.org.

POSITION SUMMARY: New Jersey Future seeks a skilled, organized, and motivated individual to coordinate and provide digital communications support to the communications team and other NJF staff. The Digital Communications Coordinator will work within a collaborative team environment on a variety of tasks and will be responsible for projects including social media strategy, planning, and posting; print and electronic design work; multimedia content production; website maintenance and updates; email design and execution; and event and administrative support.

WHO WILL BE SUCCESSFUL: The person who will be successful in this position and as part of the New Jersey Future team is creative, flexible, self-directed, team-oriented, and willing to learn from mistakes. They are also results-driven, detail-oriented, and organized. The ideal candidate has a demonstrated commitment to the principles of justice, equity, diversity, and inclusion.

RESPONSIBILITIES

- Creating and updating web content, including copy and graphics, for various websites.
- Managing website maintenance and updates.
- Working with outside consultants on website development, improvements, and troubleshooting.
- Coordinate design needs by creating necessary graphics in-house or by working with outside designers.
- Designing new (or utilizing existing) email templates to be used in email service platforms.
- Formatting of reports, flyers, and PowerPoint presentations.
- Assembling simple videos for promotional and social media purposes.
- Developing and planning social media content, images, and graphics based on established organizational guidelines.
- Maintaining a social media calendar and monitoring social media engagement on a day-to-day basis.
- Scheduling and posting social media posts.
- Lead social media outreach for events through creation of toolkits, graphics, and content to be shared with partners, sponsors, etc.
- Managing New Jersey Future photo libraries.
- Research opportunities and ideas for enhanced communications impact of NJF's outreach efforts (such as web enhancements, Google Ads, social media platforms, etc.)
- Virtual and in-person event coordination of printed materials, including program books, signage, and updating documents.

REQUIREMENTS

- At least one year of social media and graphic design experience.
- 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 project tasks and work independently.
- Excellent oral and written communications skills.
- Ability to learn quickly and work well in a fast-paced team environment.
- Experience working in multiple social media platforms and maintaining a social media post calendar.
- Basic knowledge of HTML and website design.
- Basic understanding of Wordpress website development, website hosting, and domain registration and maintenance.
- Knowledge and experience working with an email provider (Constant Contact preferred) and design software (Adobe Creative Suite and Canva preferred).
- Experience with video production and editing software programs and tools.
- Solid skills in Google Workspace and Microsoft Office.
- Motivated by the organization's issues and a strong mission-driven work ethic.
- A demonstrated commitment to diversity, equity, inclusion, and justice.

COMPENSATION: The full-time salary for this position is in the range of \$40,000 to \$48,000 and depends on the candidate's experience and skills. Salary is negotiable. The full-time position comes with benefits, including health, dental, vision, and life insurance, short and long term disability.

APPLICATION: Interested and qualified candidates should submit a cover letter and a resume to HR@njfuture.org. If selected to advance, relevant references and work samples will be required.

As of January 12, 2022, New Jersey Future is on a temporary remote-work schedule. When it is safe to do so, New Jersey Future employees will return to a hybrid work-from-home and in-office schedule.



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.