



## POSITION AVAILABLE

### Community Organizer

**ABOUT US:** At New Jersey Future (NJF), 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. NJF offers a fast-paced and supportive work environment. NJF is located in downtown Trenton, NJ. For more information, visit [www.njfuture.org](http://www.njfuture.org).

**POSITION SUMMARY:** The community organizer works to ensure that New Jersey Future's campaigns are centered around the needs and perspectives of directly-affected communities. The community organizer works with and reports to the community outreach manager. The community organizer works primarily on community outreach and engagement for the [Sewage-Free Streets and Rivers](#) (SFSR) and [Lead-Free NJ](#) (LFNJ) campaigns and supports other New Jersey Future community outreach efforts. New Jersey Future employees are working on a hybrid work-from-home and in-office schedule.

**WHO WILL BE SUCCESSFUL:** A creative, flexible, self-directed, team-oriented person who is willing to learn. They should also be a results-driven independent thinker who is detail-oriented and well organized. The ideal candidate has a demonstrated commitment to the principles of justice, equity, diversity, and inclusion with prior experience in community organizing, social media, writing, and networking.

#### RESPONSIBILITIES:

##### Coordination and Community Engagement

- Liaison to lead-free community hubs in three to four cities. Staff and attend in-person and virtual community events and help to identify additional local community education and organizing efforts working for lead-free environments.
- Connect lead-free community hubs and other local efforts with the collaborative by recruiting residents and community organization representatives to join as members. Support the community hubs by providing educational resources and materials, assisting with organizing strategies, and creating opportunities for peer-sharing.
- Present and disseminate information on the SFSR campaign and relevant flooding at community meetings and events. Organize listening sessions in impacted communities.

##### Coalition management

- Conduct one-on-one meetings with coalition partners, conduct surveys, and organize coalition and advisory board meetings. Keep the coalition informed and engaged in the SFSR campaign.
- Staff and organize monthly meetings of the Paterson Flood Fighters group. Provide assistance on outreach on flooding issues and the combined sewer overflow permits to groups as needed.
- Schedule LFNJ meetings as needed by the program manager. Attend and help staff virtual and in-person meetings and take notes, when needed, at meetings and events. Provide chat and meeting support during virtual events.
- Elevate the policy needs and priorities that are identified by the community hubs and policy

manager, and work with the program manager to integrate them into the statewide agenda.

### Communications

- Assist the SFSR community outreach manager and the LFNJ program manager with preparing communications materials that will resonate with community members. This includes materials such as factsheets, toolkits, presentations, op-eds, stories for newsletters, etc.
- Manage social media platforms, provide content, research and collect stories, record testimonials, write occasional blog posts, and obtain images and other content from community hubs.

### Administrative

- Maintain up-to-date lists of LFNJ members and committee members using a contact database.
- Attend weekly NJF staff meetings and support events and conferences as needed.

### REQUIREMENTS:

- Strong leadership skills and experience with an ability to motivate, influence, and drive creativity and enthusiasm in others
- Must possess excellent writing and communication skills.
- Punctuality and professionalism are required.
- Experience with developing content for social media.
- Experience and/or interest in learning Google Workspace, Sprout Social and Contact platforms such as Constant Contact and Salsa Engage are not required, but preferred.
- Deep understanding of the importance of engaging community members and other stakeholders early and often in the decision-making and implementation processes.
- Demonstrated commitment to racial equity and experience working on the issue with others.
- Self-starter who assumes responsibility and makes sound decisions.
- Team player with a collaborative working style.
- Strong communication and interpersonal skills. Experience interacting with and coordinating a diverse group of individuals and managing multiple relationships.
- Experience with successful advocacy efforts is a plus, as is experience with collaborative efforts involving many stakeholders.
- Experience or interest in New Jersey Future's key policy areas—community development, water infrastructure, public health, environmental justice, sustainability.
- College degree or equivalent training and skills.
- Minimum three years of experience in an advocacy, community organizing, or similar role.

**COMPENSATION:** : The salary for this position is in the range of \$45,000 to \$62,000 and depends on the candidate's experience and skills. Salary is negotiable. This is a full-time position with benefits, including health, dental, vision, life insurance, short and long-term disability, and a 403(b) retirement plan.

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



*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.*