



## POSITION AVAILABLE

### Program Associate

**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 program associate will provide administrative and communications support to several of the organization's programs and assist with various organizational projects and tasks dedicated to improving communities across the state. This includes assisting the team that serves as the support staff for the [Jersey Water Works](#) collaborative and other healthy water initiatives. The associate often serves as a bridge between communications staff and program staff. The program associate will work within a collaborative team environment on a variety of tasks, including but not limited to program content, program logistics, communication, events, and administration. New Jersey Future employees work 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 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

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

- **Program content development support:** Assist program managers with the preparation of professional print and digital content, updating existing program materials, formatting reports and flyers, designing powerpoints and graphics for program-specific events, campaigns, and websites.
- **Program logistics support:** Assist program managers with scheduling and supporting meetings and events, including managing invitation processes, preparing materials, note taking, and providing on-site support.
- **Communications support:** Assist with organization wide communications support along with program-specific communications support such as social media activities, marketing campaigns, scheduling of posts, and the development of content and images. Create emails for use and design email templates using Constant Contact.

- **Administrative support:** Assist with program and organization-wide administrative support, such as managing organizational accounts for online meetings and webinars, through platforms such as Zoom. Create and maintain accurate and current databases and email lists using an assortment of software platforms. Track and manage tasks with timely follow through.
- **NJF staff-wide efforts:** Participate in NJF weekly staff meetings and support events and conferences as needed. Participate in staff work groups and committees.

## REQUIREMENTS

- Associate's or bachelor's degree or minimum of four years of equivalent skills and training.
- Experience (paid or volunteer) interacting with and managing multiple relationships.
- Excellent organizational skills, including ability to organize meetings, work independently, and juggle multiple assignments at once.
- Demonstrated ability to be detail oriented and meet deadlines.
- Excellent oral and written communication skills.
- Ability to communicate with, and meet the requests of, multiple internal team members and various outside partners.
- Familiarity with Constant Contact and design software (Adobe or Canva) or similar platforms.
- Experience with Google Workspace and Microsoft Office.
- Ability to learn quickly and work in a fast-paced team environment.
- Demonstrated commitment to racial equity.

**COMPENSATION:** The salary for this position is in the range of \$35,000 to \$40,000 and depends on the candidate's experience and skills. Salary is negotiable. This is a full-time position with benefits, including health, dental, vision, 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](mailto: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.*