



POSITION AVAILABLE

Communications Specialist

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.

POSITION SUMMARY: NJF seeks an experienced communications professional who is a skilled, organized, and motivated writer and copy editor to support the organization's communications and marketing activities. The Communications Specialist will work within a collaborative team environment to implement and manage program-specific and general organizational communications plans and tasks. This will include copyediting, writing blogs and reports, sending daily newsletters, supporting social media communications, and working to implement inclusive language within all written communications from New Jersey Future and its programs. This position will report to the Communications Manager.

WHO WILL BE SUCCESSFUL: In order to excel in this role at NJF, the candidate must be a detail-oriented editor; a creative, talented writer; and an individual who has demonstrated their commitment to the principles of justice, equity, diversity, and inclusion throughout their professional and/or academic careers. The person who will be successful in this position is independent, organized, creative, open-minded, flexible, and team-oriented. They should have good attention to detail, be able to multitask, and be timely with projects. The ideal candidate will also be responsible and self-directed, with a desire to take on creative projects and think efficiently and creatively. The ideal candidate will be familiar with or willing to learn the AP style guide and has prior experience in copyediting. Experience in communications related to climate, water, state policies and other NJF priority areas is helpful, but not required.

RESPONSIBILITIES

- Copyedit all organizational materials, including blog posts, reports, newsletters, grant proposals and reports, social media posts, etc.
- Create written content, including blog posts, op-eds, press releases and statements, promotional and appeal outreach, event-related materials, etc.
- Maintain, update, and supervise adherence to the organization's writing style guide.
- Track news stories as they pertain to NJF and New Jersey issues.
- Compile and deliver daily "What We're Reading" newsletter to NJF supporters.
- Review social media content prepared by the digital communications coordinator for NJF and its campaigns.
- Produce and post content in support of social media for NJF and its campaigns, ranging from original graphic design to short video.
- Liaison with all NJF-managed programs and campaigns to support communications needed, including writing content, copyediting, and meeting to strategize.
- Monitor and coordinate communications projects requiring input, action, or review.
- Work closely with the digital communications coordinator to ensure the website is current and accurate.

- Seek proactive communications opportunities to grow awareness of the organization’s work.
- Support the Communications Manager’s media relations work, including communicating with the press, updating media lists, etc.
- Support NJF and programmatic staff by attending in person and photographing signature events. Edit and maintain archive of photographic materials in support of digital communications coordinator.

REQUIREMENTS

- Motivated by the organization’s issues, with a strong mission-driven work ethic
- Excellent verbal and written communication skills, including copyediting
- Experience copyediting and writing material for public viewing
- Experience producing social media content and managing social media accounts for various campaigns and/or programs
- Experience in multimedia production and ability to work swiftly to record and edit short multimedia pieces
- Demonstrated track record of working well in a diverse team environment
- Strong organizational skills, including ability to organize project tasks and work independently
- Ability to learn quickly and work well in a fast-paced environment
- A demonstrated commitment to diversity, equity, inclusion, and justice
- Basic familiarity with email marketing platforms, such as Constant Contact
- Bachelor's degree in communications, journalism, public relations, or a field relevant to NJF activities/subject matter (planning, public policy, environmental studies, etc.)
- Two years of relevant work experience (including internships)

COMPENSATION: The salary for this full-time position is in the range of \$40,000 to \$55,000 and depends on the candidate’s experience and skills. Salary is negotiable.

BENEFITS: New Jersey Future values hard work and a healthy work-life balance by offering flexible, family-friendly employment policies. Our competitive benefits package for full-time employees includes 100% employer-sponsored medical, dental, vision, life insurance, short- and long-term disability insurance coverage for staff and partial sponsorship of dependents. In addition, we offer a generous health reimbursement account and options for pre-tax flexible spending accounts for medical and dependent care costs. New Jersey Future employees enjoy a defined contribution 401(k) retirement plan with a variable employer match, flexible work schedules including the opportunity to work partially remotely, generous paid time off policies, and paid holidays. To encourage use of public and active transportation, we offer commuter transit subsidies and access to a company car for work meetings. New Jersey Future is committed to the growth and development of staff and fostering a creative, inclusive workplace culture.

New Jersey Future employees are working on a hybrid work-from-home and in-office schedule.

APPLICATION: Interested and qualified candidates should submit a cover letter and a resume to HR@njfuture.org. If selected to advance, a brief writing sample that is original content (not edited or contributed to by someone other than the applicant) will be required and a brief assignment may be given. Relevant references will also 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.