



## POSITION AVAILABLE

### Policy Coordinator

**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:** New Jersey Future is seeking a highly skilled, organized, and motivated individual to join the team working to change the state laws, rules, programs, investments, and other policies that govern land use issues. The coordinator will work to shape and articulate policy positions, conduct research, coordinate program activities, facilitate consensus-building among stakeholders, and advocate for change. The successful candidate will work independently and in a team, and take on expanding responsibilities in a fast-paced, fun, and collegial environment while managing many priorities. The Policy Coordinator will report to the Policy Director, Land Use. There is considerable room for personal and professional growth within our dynamic, mission-driven organization.

### RESPONSIBILITIES

The Policy Coordinator's responsibilities include, but are not limited to:

- Assist in shaping state policy, which includes:
  - Conduct research and analysis on state policy issues by tracking policy proposals and legislation, data, news stories, and best practices, and summarizing and sharing findings.
  - Manage projects to meet deadlines, such as by preparing work plans, coordinating partners, and convening meetings.
  - Contribute to the writing and production of external-facing materials such as blog posts, fact sheets, reports, and position statements including legislative testimony, and internal-facing materials such as meeting notes and funding reports.

The organization's current land use policy priorities include climate change adaptation and mitigation, transportation, housing, redevelopment, state and regional planning, and the geography of equity.

- Work closely with the Policy Director to coordinate New Jersey Future submissions, keynotes, and plenaries at the annual Planning and Redevelopment Conference.
- Manage the work of committees, such the Jersey Water Works collaborative's [Climate Change Resilience Committee](#).
- Support broader organizational efforts: Assist with special projects, committees and organizational events. Attend weekly government affairs meetings. Attend weekly staff meetings and quarterly all-staff events. Support the evolving justice, equity, diversity, and inclusion efforts and organizational development culture.

## REQUIREMENTS

- Bachelor's degree, with at least two years experience in policy, advocacy, government, or related fields and/or an advanced degree in a relevant field.
- Demonstrated interest in, and knowledge of, one or more of the following key policy areas: state policy, transportation, climate change, planning and redevelopment, the environment, sustainability, or strong communities.
- Commitment to justice, equity, diversity, and inclusion and employing these values in all aspects of their work.
- Demonstrated ability to assume responsibility, make sound decisions, and interact with a diverse group of individuals and sectors.
- Excellent writing skills.
- Strong verbal communication skills.
- Excellent organizational skills, including the ability to organize meetings, work independently, and manage multiple projects with competing priorities and deadlines.
- Motivated by the organization's issues and a strong mission-driven work ethic.

**COMPENSATION:** The salary for this full-time position is in the range of \$45,000 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](mailto: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. NJF currently is unable to sponsor or take over sponsorship of an employment visa at this time. If hired, employment eligibility verification will be carried out upon selection.



*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.*