



# POSITION AVAILABLE

## Community Outreach 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](http://www.njfuture.org).

**Local Assistance Program Area:** New Jersey is a home rule state, which means that while the state can set general policies and directions around land use and infrastructure investments, it is ultimately up to local municipalities and communities to shape the way land actually gets used, infrastructure investments are prioritized, and who benefits from both. New Jersey Future is expanding its local assistance program area to help more towns and neighborhoods advance and implement smart growth policies and practices, including ensuring that community members are part of the process and that equitable outcomes rise to the top. Issue areas include water infrastructure funding, stormwater management and funding, housing and economic development, resilience and community planning, and advancing aging-friendly communities.

**Funding Navigator Program:** The Funding Navigator program is a statewide effort to provide technical assistance to under-resourced water utilities in New Jersey. Specifically, the goal is to proactively engage utilities serving overburdened communities that have not received federal funds in the past and aid them in accessing federal and state infrastructure funding. This includes working with program partners to assess water utility needs, identify policy and implementation obstacles, design solutions that are “right-sized” for the community, and match projects with possible state and/or federal funding sources while identifying longer-term policy solutions.

**POSITION SUMMARY:** The Community Outreach Specialist is responsible for researching, understanding, and engaging with communities in order to inform, gather feedback, build partnerships, help communities access resources, and advance equitable planning and implementation. The Community Outreach Specialist will support and expand the Local Assistance Program Area with a significant focus on growing and supporting the new Funding Navigator Program. The Community Outreach Specialist will report directly to the Funding Navigator Program Manager and work collaboratively with other Local Assistance and New Jersey Future staff.

### RESPONSIBILITIES

The Community Outreach Specialist’s responsibilities include, but are not limited to:

- Local Assistance Program Area
  - Develop, coordinate, and implement community outreach and engagement plans, including the identification of appropriate audiences.
  - Expand and foster relationships with the target audience.
  - Research, develop, and manage stakeholder lists.
  - Schedule, manage, and facilitate one-on-one meetings, focus groups, and public meetings.
  - Develop materials and promote engagement for in-person events, and online surveys and support letters.
  - Conduct necessary research on projects, programs, and initiatives to inform stakeholders.
  - Collect feedback, concerns, and ideas, and organize, summarize, and write-up findings.
  - Develop and champion policy and practice recommendations based on information gathered.
  - Create and write reports, blog posts, and other public information pieces.
  - Cultivate a personal regional network of relevant leaders and influencers.
  - Coordinate outreach and engagement work with relevant NJF program managers.

- Funding Navigator Program
  - Support program manager in outreach and engagement activities to recruit water utilities that could benefit from the program.
  - Participate in water system meetings and initiatives with Funding Navigator Program Manager and Funding Specialist, developing relationships with technical assistance and professional service providers, rural water associations, community-based, and other nonprofit organizations dedicated to enhancing water quality.
  - Develop communication strategies and tools including toolkits, webinars, and resources for utilities to use.
  - Track engagements and assistance provided to utilities, including documenting types of technical assistance provided and tracking data from the Water Bank.

## REQUIREMENTS

- At least three years of experience in project coordination and/or community outreach and engagement. We will consider time pursuing a graduate degree and other relevant experience toward the three plus years of experience.
- Knowledge of developing relationships and stakeholder engagement to keep initiatives on track.
- Understanding of or willingness to learn about federal and state funding programs for water infrastructure.
- Experience carrying out administrative tasks, meeting multiple goals, and capable of self-organization.
- Commitment to justice, equity, diversity, and inclusion by employing these values in all aspects of their work.
- Strong interpersonal skills to create positive and productive working relationships with peers, public officials, and stakeholders.
- Ability to accomplish multiple goals with a focus on outcomes.
- Passion for pursuing equitable outcomes.
- Excellent communication skills.

**COMPENSATION:** The salary for this full-time position is in the range of \$40,000 to \$60,000 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.*