



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.

POSITION SUMMARY: New Jersey Future seeks a skilled, organized, and motivated individual to support several of the organization's programs and assist with various organizational projects and tasks. The Program Associate will work within a collaborative team environment on a variety of tasks, including, but not limited to, writing assignments, basic print and digital preparation work, scheduling, community outreach support, and event, committee, program, and operations support activities. This is a full-time position. The Program Associate will be able to learn about the many facets of the organization's work, network across the organization and with outside partners, build new skill sets and experiences, and take on new challenges and responsibilities.

RESPONSIBILITIES

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

- Learn about various program areas and the staff members that work on them.
- Support program and operations staff with committee, program, and administrative management tasks
- Take responsibility for sub-projects and tasks.
- Conduct basic research and polling, analyze data, and gather accurate information.
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence.
- Format reports and flyers and design PowerPoint presentations.
- Create and update print and digital communications, including copy and graphics, for program-specific events, campaigns, and websites.
- Assist in developing and coordinating program and organizational conferences, webinars, and meetings, including managing invitation processes, securing meeting locations, preparing materials, taking notes, and providing on-site support.
- Manage organizational accounts and logistics for online meetings and webinars, such as Zoom.
- Assist with social media activities and marketing campaigns, including the scheduling of posts and the development of content and images.
- Prepare operational and statistical reports to assist in effective decision-making.
- Assist with community and stakeholder outreach activities, including conducting preliminary research, building and managing lists, and communicating and corresponding with stakeholders.
- Create and maintain accurate and current databases and email lists using an assortment of software platforms.

REQUIREMENTS

- Minimum of one year of work experience with a demonstrated record of working well in a team environment
- Associate or bachelor degree
- Solid organizational skills, including ability to organize meetings, work independently, prioritize, and juggle multiple assignments at once
- Ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks
- Ability to learn quickly and work well in a fast-paced team environment
- Experience in collaborating with peers, management, and stakeholders on a regular basis
- Ability to communicate with, and meet the requests of, multiple internal team members and various outside partners
- Ability to listen actively, take good notes, and follow-up accordingly
- Solid skills in Google Workspace and Microsoft Office
- Desire to be proactive and create a positive experience for others.
- Motivated by the organization's issues and a strong mission-driven work ethic
- Commitment to justice, equity, diversity, and inclusion and employing these values in all aspects of their work

COMPENSATION: The salary for this full-time position is in the range of \$38,000 and \$50,000 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. 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.