

# POSITION AVAILABLE

---

## **Title: Program Coordinator**

### **SUMMARY**

New Jersey Future is looking for a skilled, organized, motivated individual to coordinate communications, serve as staff to working committees and administer member relations for Jersey Water Works, a large and growing collaborative focused transforming New Jersey's inadequate water infrastructure. The successful candidate must have an interest in the collaborative's key issues; must have strong organizational, communications and teamwork skills; and must be able to work effectively in a fast-paced environment while managing many priorities. This is an opportunity to join a movement of a large and diverse statewide network of people working to shift the culture and thinking around the next big policy conversation in New Jersey.

### **ORGANIZATIONAL OVERVIEWS**

Founded in 1987, **New Jersey Future** is a nonprofit, nonpartisan organization that promotes sensible growth, redevelopment and infrastructure investments to foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, provide access to safe, affordable and aging-friendly neighborhoods and fuel a strong economy. The organization does this through original research, innovative policy development, coalition-building, advocacy, and hands-on technical assistance. The organization is based in downtown Trenton, N.J. For more information please visit [www.njfuture.org](http://www.njfuture.org)

**Jersey Water Works** is a collaborative effort of [many diverse organizations and individuals](#) who embrace the common purpose of transforming New Jersey's inadequate water infrastructure by investing in sustainable, cost-effective solutions that provide communities with clean water and waterways; healthier, safer neighborhoods; local jobs; flood and climate resilience; and economic growth. New Jersey Future staff serves as the "backbone organization," to keep the effort focused and to create the conditions within which the members can make progress toward the shared goals. For more information, please visit [www.jerseywaterworks.org](http://www.jerseywaterworks.org).

### **JOB DESCRIPTION**

The program coordinator will join the Jersey Water Works backbone staff, which supports the collaborative's day-to-day operations. The coordinator will develop communications to Jersey Water Works members and its larger network via multiple channels, including e-newsletters, social media and the collaborative's website.

Relationship-building is key to a successful collaborative, and the coordinator will work with other backbone staff to support the work of the collaborative by staffing [committees](#), recruiting new members and administering the orientation process and contact management system. The position also involves helping to plan and execute events, including an annual conference and membership meeting. The position reports to the program manager for Jersey Water Works.

### **RESPONSIBILITIES**

The coordinator's responsibilities will include, but not be limited to:

- **Communications:** Preparing professional communications, including monthly and bi-weekly newsletters, social media posts, blog posts and website updates.

- **Coordination:** Working with the chairs of three committees to organize meetings, track and manage projects, and prepare meeting notes, in order to help ensure the committees meet annual goals. Also, maintaining the collaborative's contact database.
- **Outreach:** Playing a leading role in building the collaborative's networks by recruiting and orienting new supporters and committee members and by representing the collaborative at outside events.
- **Event planning:** Helping to organize the annual meeting, conference and other events.
- **Strategy:** Tracking the collaborative's progress on metrics related to membership and engagement, and contributing to the backbone staff's long-term planning for Jersey Water Works.

#### **SKILLS AND EXPERTISE**

- Excellent organizational skills, including the ability to organize meetings, manage contact networks and work independently
- Excellent written communications skills, and experience using them for marketing and/or collaborative efforts
- Ability to learn quickly and work well in a fast-paced team environment
- Knowledge of Constant Contact or other email service provider; Wordpress or other similar website software; and InDesign/Adobe Creative Suite
- Experience or interest in one or more of Jersey Water Works' key policy areas – water infrastructure, green stormwater infrastructure, planning and development, the environment, sustainability, strong communities
- Demonstrated ability to carry out detailed work accurately and on time
- Experience in supporting and advancing collaborative efforts involving many stakeholders
- Experience in managing social media accounts and online outreach campaigns in a professional setting
- Poise in interacting and coordinating with high-level individuals
- College degree. Focus in communications, environmental studies, civil engineering, planning, public policy, or comparable discipline is a plus

#### **COMPENSATION**

Compensation will be competitive and based on the candidate's experience and skills. This is a full-time position.

*Interested and qualified candidates should submit a cover letter including salary requirements, a resume and one short writing sample (no more than five pages) to [njfuture@njfuture.org](mailto:njfuture@njfuture.org). If available, candidates may additionally provide examples of marketing materials, handouts, or email campaigns they have developed.*

**New Jersey Future is an Equal Opportunity Employer.**