



## POSITION AVAILABLE

### Policy and Program 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 (NJF) seeks a skilled, organized, and motivated individual to manage the day-to-day operations of NJF's [Mainstreaming Green Infrastructure \(MGI\)](#) Program. This position addresses climate change and equity through more innovative methods that manage stormwater, make our communities greener, and emphasize the use of natural systems. The successful candidate will possess excellent verbal and written communication skills, work independently and in a team, and take on expanding responsibilities in a fast-paced, fun, and collegial environment while managing many priorities. The coordinator will help shape and articulate policy positions, build consensus with stakeholders, advocate for change, and coordinate the logistics of program activities. This position will report to the MGI Program Manager. The coordinator will collaborate with colleagues working on related projects.

#### RESPONSIBILITIES

- Manage day-to-day operations of the Mainstreaming Green Infrastructure (MGI) program and ensure timely and efficient progress toward milestones.
- Assist in shaping state policy through research on best practices, convening stakeholders to build consensus, drafting recommendations, and advocating with state agencies.
- Evaluate regulations, permits, and ordinances in order to recommend improvements.
- Write and oversee the preparation of outward-facing communications, including blog posts and presentations, in coordination with NJF's communications team.
- Play a lead role in drafting funding proposals and grant reports.
- Manage the work of several groups, such as the Jersey Water Works [Green Infrastructure Committee](#), through agenda setting and meeting facilitation.
- Help develop annual work plans and execute programmatic goals.
- Plan and execute workshops, panel sessions, and exhibitor presence at events.
- Draft contracts and scopes of work to hire consultants.
- Manage internal budgets in coordination with the Director of Finance and Administration.
- Recruit, hire, and supervise an intern as needed.

#### REQUIREMENTS

- College degree and at least two years of experience in project management, policy advocacy, or a similar role.
- Demonstrated ability to take on ownership of work with a track record of responsible judgment and decision-making to deliver results.

- Excellent writing skills. Strong verbal communication skills.
- Ability to adjust to changing priorities, work in a fast-paced environment, and manage multiple projects with competing priorities and deadlines.
- Poise in interacting and coordinating with groups of individuals with diverse backgrounds.
- Excellent organizational skills, including the ability to organize meetings and work independently.
- Willingness and ability to learn new concepts quickly.
- Experience or interest in one or more of NJF's key policy areas—water infrastructure, planning and redevelopment, stormwater management, state-level policymaking, and climate change.
- Motivated by the organization's issues and a strong mission-driven work ethic.
- A demonstrated commitment to diversity, equity, inclusion, and justice.

**COMPENSATION:** The salary for this full-time position is in the range of \$45,000 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.*