

POSITION AVAILABLE



Planning and Policy Associate

ORGANIZATIONAL OVERVIEW

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan statewide research, policy, education and implementation organization that advocates for better land-use practices resulting in environmental protection, community redevelopment, center-based growth and transportation choice. The organization is based in downtown Trenton, N.J. For more information please visit our website at www.njfuture.org

JOB DESCRIPTION

New Jersey Future is looking for a thoughtful, motivated, planning- and policy-oriented individual to join the organization as a planning and policy associate. The successful candidate will be someone skilled in and energized by communicating with others, who can work independently and in a team, take on expanding responsibilities, coordinate day-to-day logistics of program activities, shape and articulate policy positions, and work with various stakeholders to develop consensus and help advance initiatives that will foster quality growth in New Jersey. S/he must have a passion for planning, cities, redevelopment, infrastructure, environmental sustainability, or related land-use issues. This is an entry-level position; recent graduates of relevant bachelor's and master's programs are encouraged to apply.

RESPONSIBILITIES

The planning and policy associate will be engaged actively in advancing an agenda of strong, responsible growth. The associate's primary focus will be supporting New Jersey Future's green infrastructure work, although he/she will contribute to other projects as well including the organization's Urban Water Solutions Initiative. The position is full-time, reporting to the green infrastructure manager, working closely with the senior director of state policy, the other policy and planning associate and the rest of the staff. The associate's responsibilities will include, but not be limited to:

- Researching best practices relevant to New Jersey, especially in the areas of green stormwater infrastructure and urban water infrastructure;
- Helping to facilitate the coordination of and communication with project partners and stakeholders, including organizing meetings and events, crafting newsletters, managing a network of contacts and updating websites;
- Collecting and disseminating relevant news stories, especially from New Jersey;
- Analyzing legislative and regulatory proposals and existing policies related to all aspects of how New Jersey governs the use of its land;
- Representing New Jersey Future at public meetings and legislative hearings and on committees;
- Researching and helping to write policy briefs, articles, reports and blog entries;
- Coordination and implementation of social media campaigns;
- Educating stakeholders, decision-makers and potential collaborators about high-priority planning and policy initiatives;
- Contributing to organization-wide efforts, including annual conferences and events.

REQUIREMENTS

The successful candidate should have experience and/or familiarity in one or more of New Jersey Future's key policy areas: water infrastructure and green stormwater infrastructure, planning and redevelopment or environmental sustainability. Strong candidates will exhibit:

- Excellent organizational skills, including the ability to organize meetings, manage contact networks and work independently;
- Robust communications and people skills;
- Excellent research and writing ability;
- Positive attitude and the ability to work well in a team environment;
- Educational background in environmental studies, landscape architecture, planning, public policy, or comparable discipline (preferred);
- Knowledge of Constant Contact or other email service provider;
- Experience with Wordpress, InDesign/Adobe Creative Suite, and GIS a plus.

COMPENSATION

Salary is commensurate with experience.

Qualified candidates should submit a cover letter including salary requirements, a resume and one short writing sample (no more than five pages) to Marianne Jann at njfuture@njfuture.org by August 28th.

New Jersey Future is an Equal Opportunity Employer.