



EMPLOYMENT OPPORTUNITY
Communications Associate (Hybrid/Part-time/Temporary)

New Jersey Citizen Action (NJCA), a statewide coalition and grassroots organization, is seeking a part-time Communications Associate for hybrid work from June 2024 through December 2024. The position can be based out of our Highland Park, Cherry Hill, or Newark office, depending on the candidate.

This is an opportunity for an individual to gain valuable experience with an organization that fights for social, racial, and economic justice for all. NJCA combines political advocacy, electoral campaigns, public outreach, and community empowerment programs to make a real difference in the lives of everyday New Jerseyans. Our direct service includes health care ACA enrollment, housing counseling, foreclosure prevention, financial education and coaching, tax preparation, and fair housing education. Our advocacy efforts cover a broad range of issues affecting low-and moderate- income families, including quality and affordable health care for all, economic justice, worker rights, affordable utilities, consumer financial protection, and tax/budget fairness.

The Communications Associate will report to the Director of Outreach, Communications, and Marketing. Their primary responsibilities will involve crafting organizational emails for our Advocacy and Empowerment Departments and creating and pushing out social media. Their duties will include

- Crafting emails and follow-up emails for political actions and event and program announcements. Creating compelling graphic content to increase engagement with email outreach. ‘
- Creating digital assets including event flyers, to promote programs and events, updating NationBuilder website platform with digital assets such as registration links, as necessary.
- Creating and posting social media to support events and outreach efforts.
- Assisting with data entry and other data-related projects and support.
- Working in a hybrid setting; in-person meetings or additional travel average once a week

Requirements

1. Excellent writing and design skills.
2. Degree in communications, journalism, public relations, public policy, or related field, OR 1 to 2 years of work experience in related field.
3. Good team player who can also work independently.
4. Familiarity with Microsoft Office/ Outlook, social media platforms

Pluses:

1. Familiarity with NationBuilder, Action Button, and Canva a plus, but not essential. We will train the right employee on our platforms.

Compensation:

\$21 to \$24 per hour, depending on experience, 15 hours a week, June 2024 through December 2024,

To apply email resume and cover letter to:

Jerome Montes, Director of Outreach, Communications, and Marketing
New Jersey Citizen Action
75 Raritan Avenue, Suite 200
Highland Park, NJ 08904
Email: jerome@njcitizenaction.org

NJCA is an Equal Opportunity Employer – Women, people of color, and LGBTQ applicants are encouraged to apply