



Community Engagement Manager Job Description

The New Jersey Institute for Social Justice (the “Institute”) seeks a committed, innovative individual to serve as a full-time Community Engagement Manager.

Position Summary:

The Institute focuses on three interconnected pillars: (1) Economic Justice, (2) Criminal Justice Reform, and (3) Civic Engagement. The Community Engagement Manager will work to mobilize communities throughout the state of New Jersey to take action in support of all of the Institute’s campaigns across the three pillars. The Manager will advocate fiercely to ensure that the voices of community members most impacted by these issues are included in pillar strategic planning, community organizing, and outreach strategies. The Manager will activate hundreds of new supporters, while building a core group of 20-30 community partners. The Manager will work as part of a team, working with the Director of Community Engagement to meet and exceed weekly and long-term targets.

Reports To: Director of Community Engagement

Responsibilities:

The Manager will be responsible for the following items/activities/actions:

- **Identify and Recruit Supporters:** The Manager will work to identify and recruit 10-15 new supporters every week, spending up to 20 hours on the phone or in the field each week doing outreach to supporters and recruiting them to come to community events and actions. This responsibility will require extensive travel throughout the state.
- **Facilitate Advocate Councils:** The Manager will plan and facilitate advocate council meetings to ensure community members at the local level are engaged in strategic planning, community organizing, and legislative outreach strategies.
- **Plan and Run Events:** The Manager will plan the events and actions in which supporters participate. Examples of events that the Manager might coordinate include letter-writing events, petitioning at events, community meetings, testimony at legislative hearings, documentary screenings, happy hours for supporters, etc.
- **Develop Leaders:** The Manager will teach organizing skills to supporters so that they can continue organizing their community after the end of any individual campaign (e.g., recruiting more supporters, training people to write letters and petitions, etc.).
- **Track Supporter Engagement:** The Manager will keep records about the number of supporters

s/he has identified, the leaders s/he develops, the action plans executed, and other information that could be useful for future organizing efforts.

- Perform other related duties as required and assigned.

Skills and Qualifications

- Bachelor's degree required.
- 2-4 years of experience in grassroots organizing.
- Strong written and oral communication and motivational skills, work ethic, and passion for social justice issues are essential.
- Able to work within a team.
- Proven leadership ability and experience handling significant responsibility.
- Strong self-direction and the ability to take initiative.
- Ability to multi-task and meet deadlines.
- Valid NJ driver's license, access to an automobile, and acceptable driving record is required.

Compensation:

This is a full-time, at-will position. Salary is commensurate with experience and includes excellent benefits, including health, dental/vision, life insurance, a 401(k) plan with an employer contribution, Medical Expense Reimbursement Program, and generous vacation, sick, and holiday leave. This is a grant funded position.

Applications:

Applications will be reviewed on an ongoing basis and will be accepted until the position is filled. Please email your cover letter, resume, professional writing sample on which you are the primary author, and three professional references to recruitment@njisj.org. Please submit your application materials via Microsoft Word or Adobe PDF. Include all attachments in a single email stating, in the subject line, "Community Engagement Manager."

About the New Jersey Institute for Social Justice:

The Institute is an equal opportunity employer and values a diverse workforce and an inclusive culture. The Institute's mission is to empower urban residents to realize and achieve their full potential. Established in 1999 by Alan V. and Amy Lowenstein, the Institute's dynamic and independent advocacy is aimed at toppling load-bearing walls of structural inequality to create just, vibrant, and healthy urban communities. We employ a broad range of advocacy tools to advance our ambitious urban agenda, including research, analysis and writing, public education, grassroots organizing, communications, the development of pilot programs, legislative strategies, and litigation.