



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | www.newjerseycommunitycapital.org

ETC Communications Fellow

Do you have a passion to see communities and neighborhoods flourish? Do you enjoy building relationships through media? Are you seeking opportunities to use your communications skills to connect people and organizations around important social issues? Do you enjoy working in an urban environment with diverse people? Are you bilingual in English and Spanish? If so, we want to talk to you!

At our core, New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Functions

As the ETC Communications Fellow, you will assist ETC team members in completing communications tasks that support ETC's community development and community organizing that connect ETC to residents and other stakeholders. Working with the ETC team, the Community Strategies team, other lines of business, and external partners, you will:

- Set up, manage, and maximize social media, text message, and email accounts to share news, events and information about campaigns, including use of platform integration and audience segmentation.
- Assist with event planning, including with planning, promotion, fundraising, setup, execution, tear-down, and other event-related tasks as assigned.
- Develop, refine, and troubleshoot the ETC contact database, complete data entry, and conduct analysis of data to make recommendations for improvement of information management or procedures related to communications activities.
- Prepare Standard Operating Procedures for communications, event planning and execution, data management, and reporting.
- Develop templates for the development of future materials.

Qualifications

Candidates should have a demonstrated interest in the field of community development, sociology or anthropology, public health, public policy, political science, or related field; an enthusiasm towards NJCC's mission and vision; a passion for communities; and the ability to thrive in a highly collaborative environment. Preference will be given to candidates pursuing a degree with a concentration in communications or related field. NJCC will also give preference to candidates based on the following qualifications:

- Demonstrated ability in basic graphic design concepts and layout, social media, email, and other technology platforms to design and share electronic and printed communications materials.

- Experience in event planning, including developing tasks and timelines and connecting with sponsors, partners, and vendors.
- Ability to manage competing demands in a collaborative environment.
- Proficient in MS Office, exposure to Adobe Creative Suite, Canva, or other basic graphic design tools.
- Outstanding organizational and planning skills.
- Excellent oral and written communication and presentation skills.
- Spanish-language proficiency is required.
- Access to a vehicle is preferred.

Work Location

The position is based out of the ETC office at 601 North Clinton Avenue in Trenton and may require up to 20% travel to 108 Church Street in New Brunswick or partner organizations.

Work Schedule

The fellowship requires a 15 to 25 hour commitment per week, though the work schedule can be negotiated based on a candidate's availability.

Compensation

Compensation is based on experience with a hourly pay range of \$15.00 - \$19.00.

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and your résumé to kcastillo@njclf.com. Please include "ETC Communications Fellow – *Your Name*" in the email's subject line.

Check us out at www.east-trenton.org & www.newjerseycommunitycapital.org!