

Campaign Organizer at the New Jersey Highlands Coalition

Location: 508 Main St. Boonton, NJ

Available: June 29, 2009

Position Description

The New Jersey Highlands Coalition advocates for the protection, preservation, and enhancement of the water, forests, wildlife, farmland and other natural, historic and cultural resources of the New Jersey Highlands, and to enhance the sustainability of natural and human communities and the quality of life for current and future generations.

New Jersey's Highlands Region consists of 88 municipalities stretching from the Route 78 corridor near Phillipsburg to the Ramapo Mountains of Bergen County. Parts of seven counties are designated within the region. Most notably known for its reservoir systems, the New Jersey Highlands is a key water supply area with specific regional resource protections, similar but notably different in regulatory approach to the New Jersey Pinelands Region.

Our organization consists of over 30 member organizations from small, grassroots groups to large statewide non-profits. The New Jersey Highlands Coalition pulls together the skills and interests of these member organizations to provide a strong framework for the advancement of regional resource protections for the New Jersey Highlands Region. Through education, outreach, coordination and a policy specific focus, the New Jersey Highlands Coalition acts as a regional clearinghouse for information as well policy recommendations.

In addition to working on core projects that affect the Region, the Campaign Organizer will be exposed to a variety of programmatic experiences on conservation issues of regional significance. The Campaign Organizer will attend hearings, presentations, conferences, and workshops to develop and implement strategies for effective regional planning. The Campaign Organizer will also be responsible for providing support to grassroots organizations in the Region to improve their organizational effectiveness in addressing the issues central to their mission and cause. Because of the need to be well versed on regional and statewide policy issues, a background and expertise with State level politics and issues, as well as environmental and land use planning and policy is a must.

The position will be available beginning June 29th. Personal transportation is necessary. Most work will be conducted from our Boonton office, although travel to meetings throughout the Region and the State of New Jersey will be required. Travel and other expenses will be reimbursed.

Essential Duties and Responsibilities

- Preparation of outreach materials for meetings and/or presentations
- Coordinate media work through press conferences, press releases and media contacts
- Design and implement campaigns to educate the public on environmental policy issues central to the Region

- Represent the New Jersey Highlands Coalition at local, county, and statewide meetings and conferences through presentations and participation
- Provide policy summaries and recommendations of pending legislation and agency rulemaking
- Provide written and oral testimony in front of State lawmakers and State agencies
- Coordinate the activities of member organizations and provide organization support to grassroots groups
- Write newsletter articles, alerts, comments, factsheets, etc.
- Perform all other related duties as assigned

Qualifications

Education: 4 year College Degree with specific focus in Land Use Planning, Environmental Policy, Environmental Sciences and/or Political Science preferred

Experience: 2-3 years of experience in campaign organizing, environmental policy, grassroots organizing, and/or the non-profit sector.

Other Qualifications:

- Strong verbal and written communications skills with public speaking experience and expertise
- Detail-oriented with strong organizational skills
- Ability to work constructively with volunteers, state and federal agencies and public officials
- Expected to work independently and/or as a team member with initiative, motivation, flexibility, and attention to accuracy of projects and tasks
- High degree of competency with Microsoft Office Suite including Microsoft Outlook, Word, PowerPoint, and Excel
- Valid Driver's License and personal transportation. Some night and weekend work may be required on a limited basis.

Salary commensurate with experience. Benefits offered.

How To Apply

Interested applicants please reference **Campaign Organizer** in your subject line and submit a letter of interest, resume, two writing samples, and three references to us via e-mail at:

info@njhighlandscoalition.org. Submission deadline: June 19, 2009.

It is the policy of the New Jersey Highlands Coalition to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability, or any other characteristic protected by law, in all personnel actions.