



## **\*Employment Opportunity\***

### **Outreach Engagement Specialist (Bilingual)**

New Jersey Citizen Action Education Fund, NJCAEF, is a nonprofit 501(c)(3) organization that works to empower low- and moderate income people through research, education and training on public policy issues important to working families and seniors. NJCAEF has a long history of fighting for reforms that improve the quality of life for all consumers in the state.

**Position Summary:** NJCAEF is hiring an Outreach Engagement Specialist. Working under the Project Director of the Eviction Prevention this person will reach out to targeted constituencies through in person and remote activities following a strategic outreach plan to 13-targeted counties. The Outreach Engagement Specialist will focus education and outreach to low- and moderate-income communities across the state, providing consumers with information and resources on the various NJ Eviction Prevention and new protection policies. The Outreach Engagement Specialist will conduct community and grassroots outreach and education, in coordination with local community organizations and facilitate workshops/webinars to inform the public on the different Eviction Prevention and Protection bills. Position will be hybrid however, that may change in the future to in office depending on funder's requirements.

#### **Essential Responsibilities:**

- Research and identify local community partners in assigned counties
- Traveling within assigned county will be required
- Coordinate and conduct presentations on various eviction protection issues throughout the state
- Provide courteous, professional and confidential assistance to all consumers seeking information on Eviction Prevention and Protections;
- Organize outreach and education events (workshops, webinars, tabling events and canvassing)
- Collaborate with community partners and organizations to reach target and at-risk populations
- Conduct marketing and outreach within targeted neighborhoods about eviction prevention options
- Create relationships with community groups, labor unions, social service agencies, tenant associations, faith-based organizations, civil rights groups, disability rights organizations and other organizations that service the community
- Assist client in self-certifying and applying for rental assistance
- Confirm presentations and obtain relevant workshop information as needed
- Create necessary materials (fliers, bios, background info, etc.).
- Complete & submit accurate and timely monthly reports, administrative forms, and education workshop log as required
- Maintain files with all relevant presentation/event administrative forms and paperwork
- Work with other NJCA staff and participate in organizational events and activities as required

#### **Knowledge and Abilities:**

- Ability to conduct outreach in person and remotely (Bilingual is a plus).
- Ability to become proficient in the areas of NJ Eviction Prevention and Protection issues
- Ability to be self-directed, develop and maintain priorities and conduct multiple tasks in a given timeframe
- Exceptional time management and planning expertise

- Excellent computer skills; including familiarity with Zoom, Outlook, Word, Excel, PowerPoint and the ability to browse the Web comfortably; experience with BlueJeans and database software a plus;)
- Excellent organizational skills and attention to detail;
- Excellent oral and written communication skills, especially public speaking.
- Ability to be self-directed, develop and maintain priorities and conduct multiple tasks
- Ability to develop contacts and schedule presentations, workshops, and/or participate in events.
- Ability to become proficient in the areas of NJ Eviction Prevention and Protection issues

**Required Education and Experience:**

- Bilingual in English and any of the following Spanish, Chinese, Portuguese, Gujarati, Hindi, Arabic or Haitian Creole
- Minimum of three years' experience in providing excellent customer service
- Car, valid NJ driver's license and insurance required
- Fully vaccinated against COVID-19 is required
- Bachelor's degree from an accredited college or university
- Experience working with low- and moderate-income individuals and communities
- Demonstrated ability to work independently and in a team environment
- Experience working with nonprofit organizations, community groups and/or government programs strongly preferred;
- Access to reliable internet
- Ability to work one night a week and one Saturday a month to accommodate event schedules.

**Hours:** Full Time

**Location:** Office location in Union

**Compensation:** Competitive salary ranging from \$44,000 - \$47,000 with comprehensive health care, dental, vacation, and other benefits.

**Email cover letter and resume to:**

Mariela Santana, Project Director

Email: [mariela@njcitizenaction.org](mailto:mariela@njcitizenaction.org)

Visit our website [www.njcitizenaction.org](http://www.njcitizenaction.org)

NJCAEF is an Equal Opportunity Employer – Women and people of color are encouraged to apply!