New Jersey Citizen Action (NJCA) is a statewide advocacy and direct service organization that fights for social, racial and economic justice and promotes the financial security of low and moderate income families through the provision of free direct services. Our direct service includes health care ACA enrollment, housing counseling, foreclosure prevention, financial education and coaching, and tax preparation. Our advocacy covers a broad range of issues affecting low and moderate income families, including quality and affordable health care for all, economic justice, workers’ rights, affordable utilities, consumer financial protection, and tax/budget fairness. Organizers work to build power for NJCA so we can successfully achieve policy change for low and moderate income families and people of color.

Job Description
The Organizer position is a full-time position intended to help advance all aspects of the Workplace Justice Program which includes organizing, advocacy, education/outreach, and policy implementation. A large focus of the Workplace Justice Program area is coordination of the NJ Time to Care Coalition and efforts to ensure all workers have access to time to care and paid leave. We do this through advocacy and advancement of policy as well as outreach and education, and recently launched the NJ Paid Leave Outreach Collaborative. Another key aspect of the position will be working to build program areas of leadership development and organizing caregivers and others to engage in efforts as spokespeople and storytellers.

This position will provide an organizer with an opportunity to support New Jersey workers and gain valuable experience in coalition building and engaging in federal and statewide advocacy and policy work. The desired start date is mid-May, but this may be flexible.

The organization will be moving to a hybrid schedule with a combination of virtual work and in-person work. The office to report to will be determined during the hiring period and the position does require some travel to other offices for meetings, other locations across the state for events, and Trenton for legislative activities. This position reports directly to the Director of the Workplace Justice Program.

Some of the key work areas of this position are as follows;

1) Work with NJ Citizen Action Workplace Justice Program Director to further develop a Leadership Program, with a focus on social justice, gender and racial equity with a current specific lens of equitable access to paid leave and caregiver justice;

2) Identify and recruit potential leaders and storytellers from impacted communities to participate in leadership activities which include advocacy, public speaking, and outreach and education;

3) Support leaders by organizing trainings, helping to develop their voices, their stories, and their role in the movement for workplace justice and paid leave;

4) Coordinate and work to promote and build the NJ Time to Care Coalition and the NJ Paid Leave Outreach Collaborative. This can include but is not limited to mobilizing partners through various means; phone calls, drafting emails, setting up meetings, facilitation of meetings, recruiting participants and speakers, developing materials for meetings, and identifying potential new partners and holding 1-1 meetings with stakeholders;

5) Assist in advocacy and campaign efforts at the state and federal level focused on increasing access to paid leave for all, and supporting other campaigns led by partners of the NJ Time to Care Coalition;

6) Organize outreach and educational events and other activities on paid family leave, including as part of the new NJ Paid Leave Outreach Collaborative and other outreach opportunities. As part of this, learn and gain knowledge around paid leave programs in New Jersey.
7) Engage in overall NJCA organizing efforts by collaborating and participating in other NJ Citizen Action program areas and efforts, such as election work. All organizers on the Advocacy and Organizing Team assist as needed in various campaigns and efforts to build the power of New Jerseyans and New Jersey Citizen Action.

Other Essential Functions
- Develop, contribute and assist the implementation of community outreach and engagement plans to reach impacted communities.
- Build relationships through one on one meetings with leaders and other stakeholders as needed.
- Assist in reporting on grant deliverables
- Other responsibilities as assigned.

Desired Qualifications
- Bachelor’s Degree or at least 4 years of professional work experience in the below areas;
- Work experience in outreach, and/or community organizing, or other similar work experience;
- Background in organizing community trainings/events;
- Excellent relationship-building, including an ability to connect with people from all backgrounds and walks of life;
- Ability to engage, motivate, and inspire others;
- Interest in learning new policy and programs and willingness to build knowledge so as to grow as an expert for important know-your-rights information for workers;
- Ability to work independently also as collaboratively as part of a team, exercising a high degree of initiative to accomplish tasks and solve problems;
- Strong interpersonal and communication skills, written and verbal;
- Respect for economic and cultural diversity, experience working with diverse groups of people;
- Values and encourages diversity of thought, background, and perspective;
- Ability to prioritize and follow up while meeting deadlines;
- Experience meeting performance measures and reporting on progress;
- Bilingual or multilingual not required but desired;
- Must have reliable transportation and the ability to travel as necessary.

Additional Information

Hours & start date
Position is to start in May, the specific start date is flexible.
Position is salaried exempt full-time position, may require organizing events and/or meetings in the evenings and on weekends. Hours can be somewhat flexible.

Compensation and benefits
Starting salary for an entry level candidate is $44,000 and increases based on experience.
Comprehensive health care, dental, vacation, and other benefits.

How to apply
Email resume and cover letter to:
Yarrow Willman-Cole
Workplace Justice Program Director
jobs@njcitizenaction.org

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