



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | [www.newjerseycommunitycapital.org](http://www.newjerseycommunitycapital.org)

## **Community Strategies Fellow – East Trenton Collaborative**

***Are you passionate about supporting mission-driven leadership in a growing organization? Do you want to become a key member of a business making valuable contributions to communities?***

*Searching for a new challenge that will use your skills and experience to do good? If so, we want to talk to you!*

### **Background**

New Jersey Community Capital (NJCC) is a nonprofit financial organization with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life for thousands of individuals and families would not be possible without our talented and diverse staff and motivating environment. NJCC seeks a highly-qualified individual to join our Community Strategies team to support neighborhood revitalization efforts with the East Trenton Collaborative in Trenton, New Jersey.

NJCC launched the Community Strategies program in 2013 with the goal of providing local governments and community groups with tools, research, and expertise to reclaim and repurpose vacant properties and revitalize local communities. Demand for these services has fueled program expansion and NJCC has developed a business plan for continued growth. The Community Strategies Fellow will report to the East Trenton Collaborative Program Director, directly supporting work in East Trenton, and will also work with the Community Strategies Coordinator, supporting data analysis and departmental research as time permits.

### **What You'll Do**

The Fellow will access opportunities to: (1) work alongside a highly experienced, nationally recognized team of community development and public policy experts, (2) develop a stronger understanding of the challenges facing urban communities including blight, crime, and problem properties, and best practices that are being implemented around the state and country, (3) help develop and implement on the ground approaches to impact the East Trenton neighborhood, and (4) hone communication, writing, research, and presentation skills. Along with gaining hands-on experience with a statewide nonprofit organization, the Fellow will develop skills and networks necessary to succeed in a neighborhood-level revitalization effort and in the community development field more broadly.



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Specific duties may include:

- Collaborating with staff and residents to develop, implement, and document civic engagement and issue-based campaign strategies for resident-identified priorities
- Researching issue areas and tracking the status of legislative initiatives, policy briefings, and events relating to East Trenton
- Developing educational and support materials for navigating processes within local, county, and state government
- Assisting with development of implementable neighborhood revitalization strategies for partner organizations
- Supporting coordination of program implementation for NJCC or ETC partners
- Assisting with the development of funding proposals and reporting
- Identifying partnerships and resources necessary to accomplish goals
- Evaluating and tracking progress toward neighborhood goals
- Drafting letters, reports, and memos summarizing ETC research and activities
- Occasionally traveling for off-site meetings and field work

### **Qualifications**

Candidates should have a demonstrated interest in the field of community development; 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 graduate degree with a concentration in community development, community organizing, urban planning, public policy, public health, or similar area. However, exceptional undergraduate candidates should apply. NJCC will also give preference to candidates based on the following qualifications:

- Ability to coordinate communication between multiple partners, stakeholders, and community members, with excellent implementation and follow up skills;
- Demonstrated interest in neighborhood-level interventions and community engagement, including strategies aimed at increasing homeownership and building resident capacity;
- Intermediate knowledge of Microsoft Excel;
- Strong verbal and written communication skills
- Ability to synthesize community issues, research, and proposed community actions into compelling articles and engagement pitches;
- Ability to self-manage projects and prioritize responsibilities
- Effective interpersonal and analytical skills
- Experience maintaining websites
- Experience working in a nonprofit setting, with a preference towards work alongside communities of color, immigrants, and/or low income communities



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## Compensation

Compensation is based on experience with a maximum hourly rate of \$19.00. The fellowship requires a 15 to 25 hour commitment per week, though the work schedule can be negotiated based on a candidate's availability.

## Work Location

The position is primarily based at the East Trenton Center (601 North Clinton Avenue, Trenton) with occasional work at our New Brunswick office (108 Church St, New Brunswick).

## To Apply

Interested candidates should apply to [RDHR@njclf.com](mailto:RDHR@njclf.com). Please place **"Community Strategies Fellow – Name" in the subject line**. Attach a cover letter in PDF format with the following naming convention "Name\_Cover Letter". Attach your resume in PDF format with the following naming convention "Name\_Resume".

Attach a short (1,000 word max) writing sample (preferably relating to an outreach or communications initiative you were involved in) in PDF format with the following naming convention "Name\_Writing Sample".

Check us out – do a deep dive on our [Glassdoor profile](#) and at [www.newjerseycommunitycapital.org](http://www.newjerseycommunitycapital.org).

NJCC embraces diversity and equal opportunity in a serious way – your application will be considered without regard to demographics. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills.

*All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.)*

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