



Position Title: Member and Events Coordinator, Coalition for the Delaware River Watershed
Department: Government Relations
Location: 11 Hardscrabble Rd, Bernardsville, NJ, Hybrid Remote
Reports To: Director, Coalition for the Delaware River Watershed
Classification: Full-time regular, Exempt, 40 hours per week,

The Member and Events Coordinator will work to advance the conservation agenda of New Jersey Audubon (NJ) through the Coalition for the Delaware River Watershed (Coalition). This position will play an important role in raising awareness of the Coalition and the activities of our members. General responsibilities include managing multiple projects, including planning key Coalition events, developing materials to support priority advocacy, coordinating with partner organizations and government agencies, and contributing to the overall operations of the Coalition and the NJA Government Relations team.

Major Responsibilities:

- Assist with organizing the annual Forum by overseeing the request for proposals, review committee selection process, program and content development, registration launch as well as other events aimed at raising awareness of the watershed as necessary
- Organize regional meetups and networking opportunities to strengthen partner relations across each basin state
- Support Coalition staff in planning an annual hill week event to advance federal legislation to Congressional offices in Washington DC as well as statehouse education events on member driven priority policies
- Develop policy factsheets for each of the Coalition's priority goals and help to identify advocacy opportunities for the Coalition to be engaged with
- Draft blogs, toolkits, and talking points to further equip member organizations to advocate for clean water and conservation priorities of NJA and the Coalition
- In coordination with Coalition staff, ensure diversity, equity, inclusion, and justice (DEIJ) best practices are integrated throughout all internal and external Coalition activities
- Create webinars and other training opportunities on media, advocacy, and DEIJ for Coalition members and NJA
- Lead new member recruitment and facilitate onboarding to the Coalition's watershed-wide and state priorities
- Update the Coalition's member roster with latest contact information and clean-up list-serves to remove duplicates and/or old email addresses
- Prepare necessary reports for Coalition members, the Steering Committee, decision makers, the public, and other stakeholders
- Provide administrative support to the Coalition's established workgroups by taking notes, compiling resources, sending agendas among other duties assigned
- Represent the Coalition and NJA at external meetings and events as needed
- Participate with other NJA staff to adopt a "team" approach towards daily operations at the assigned center
- Assume additional responsibilities as required for the Coalition and NJA

Qualification/knowledge/skills:

- Bachelor's degree and at least two years of relevant work experience is preferred
- Comprehensive understanding of the watershed and Coalition partners is desirable
- General interest in water/environmental/policy/advocacy issues is desirable
- Excellent Computer Skills - Microsoft Office 365, Excel and PowerPoint
- Excellent written and oral communication skills
- Excellent organizational, time and project management skills with the ability to manage multiple projects, shifting priorities and meet deadlines
- Excellent interpersonal and leadership skills with the ability to relate to and motivate a diverse range of people, exercise cultural competence and inclusion, and accept direction and constructive feedback
- Organized self-starter able to work independently in the execution of their responsibilities while collaborating with other staff and organizations with the ability to demonstrate initiative and a positive attitude

- Strong professionalism and work ethic with the ability to exercise discretion and maintain confidentiality
- Flexibility to adjust hours to meet deadlines and needs of the organization, including availability to work occasional evenings and weekends
- Must live in New Jersey or Pennsylvania
- Must have a valid driver's license and reliable transportation. Willingness to travel in the watershed as needed

Starting date: Immediate

Salary range: \$42,000 - \$48,000

Application Deadline: 30 days after posting

Please submit cover letter and resume to hr.govrelations@njudubon.org and indicate the Position Title in the subject line.

We are committed to building a diverse team and strongly encourage all qualified professionals to apply. The New Jersey Audubon Society is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability, or any other characteristic protected by law.