



The New Jersey Environmental Justice Alliance (NJEJA) is seeking a dynamic and dedicated Executive Assistant to oversee special projects and crucial aspects of the day-to-day operations of the organization with autonomy and accountability.

NJEJA is a POC and woman-led Environmental Justice organization that promotes Environmental Justice at a local, regional and national level. We work in collaboration with front-line community groups, social and environmental justice groups, foundations, government agencies and coalitions to develop policies and practices that benefit New Jersey's most vulnerable communities.

The Executive Assistant will be an integral part of a team of staff, members, volunteers and allies working together to protect overburdened communities from the legacy of harmful pollution and the threats of climate disasters.

The Executive Assistant will report directly to the Executive Director

#### Preferred Qualifications:

- Strong, demonstrated commitment to environmental and/or social justice
- Excellent verbal and written communication
- Detail-oriented
- Project management experience
- Ability to prioritize and advance several projects simultaneously, while maintaining focus on day to day operations
- Sound technical skills across a variety of platforms and programs
- Great interpersonal skills and a sense of humor is a plus
- Versatile and flexible with strong problem solving abilities especially in changing circumstances
- 2-4 years experience in environmental justice, community development, urban studies, social movements, OR degree in a related field
- Experience living or working in an underserved community is a plus

#### Job Responsibilities:

- Work closely with the Executive Director to understand and operate from the mission and values of the organization
- Board Relations: Help prepare packets for board meetings, schedule Board committee meetings, communicate with board members to collect documentation, etc.
- Donor Relations: Assist with preparation of first drafts of grant applications and report backs. Manage timelines and documentation for grants and report backs

- Technology: Work with database, website, social media, Google Suite and more
- Administrative: Help manage receipts and payments, scheduling, meetings, proofreading, phone banking etc.
- Programs: managing aspects of membership campaigns, fundraising campaigns, conferences, events and other special projects
- Other duties as assigned

The candidate would start immediately upon hire. This is a full-time, permanent, non-exempt position with medical, dental and vision benefits as well as vacation. The starting salary will range from 45-50k yearly depending on experience. The position is currently remote but will be in-office in the future, so NJ residency is ideal.

Interested applicants should send a resume or CV and a cover letter to [info@njeja.org](mailto:info@njeja.org) with your name and 'executive assistant' in the subject line by December 24th. Qualified candidates will be contacted for an online interview.

We invite experienced organizers, community activists and individuals from underrepresented groups and communities to apply.

NJEJA does not discriminate on the basis of age, race, color, creed, sex or gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, genetics, familial status, civil union status, atypical hereditary cellular or blood trait status or any other legally protected status.