



Events & Communications Coordinator

Overview of Organization

NJ LEEP is a college access and success program for low-income and first-generation students from the greater Newark area. NJ LEEP currently serves middle school students, high school students, college students, and family members. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to colleges, careers, and role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and prepares NJ LEEP program graduates for success in college. NJ LEEP strives to be a diverse, equitable, and inclusive organization. We are committed to anti-racist principles and are actively engaged in the work of those principles, including staff trainings and creating space for dialogue around race and identity for both staff and students. For more information about our work, please go to www.njleep.org.

The salary range for this position starts at \$50,000, and NJ LEEP offers a competitive benefits package for full-time employees.

Title & Position Summary

The Events and Communications Coordinator is responsible for the coordination of all events across the organization, playing a critical role in tying together programming, family/community engagement, and fundraising/development. This role supports the External Engagement team in implementing the communications and social media strategy for the organization.

As an NJ LEEP employee, you will model commitment to the values of diversity, equity, inclusion, and justice. You will also play an active role in NJ LEEP's anti-racism work to further the organization's mission. You will be expected to handle sensitive information with professionalism and diplomacy. As a team member, you must display a professional and positive attitude and contribute to a positive staff dynamic.

Responsibilities

- Manage the planning and implementation of all events for the organization, including volunteer events, family/community engagement events, program events, and fundraising events, for both in-person and virtual events
- Provide support for the Summer Week-on-the-Job Program and summer field trips
- Implement the communications and marketing strategy for the organization, including website and social media management, email blasts, and creation of flyers and materials for programming and external engagement
- Other duties as assigned

Minimum Experience and Qualifications

- High school diploma
- One (1) year of event planning experience; college events or volunteer events count
- Basic graphic design skills

- Excellent written and oral communication skills
- Strong organizational skills and attention to detail
- Collaborator and a team-player - an inclusive mindset and ability to build great relationships at all levels of the organization

Preferred Experience and Qualifications

- Experience working with volunteers
- Experience working at a non-profit
- Experience with databases and tracking systems for volunteers and/or donors

Equipment:

- Computer and other office equipment

Work Environment:

- Traditional Office Environment

Physical Effort:

- Sedentary

Application Instructions

Interested applicants should complete an employment application [online](#) and follow directions in the application for submitting a resume and cover letter. Applicants are strongly encouraged to apply as soon as possible.

Due to the volume of applications, only applicants selected for an interview will receive a response.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply. NJ LEEP does not discriminate based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital or family status, veteran status or disability.