

JOB ADVERTISEMENT: Fulltime Environmental Policy & Program Associate (long version)

The Association of New Jersey Environmental Commissions (ANJEC) is seeking a full-time Policy & Program Associate to join our passionate and dedicated team. ANJEC is an established 501c3 nonprofit with more than 50 years of experience whose mission is to achieve responsible and sustainable use of New Jersey's natural resources and protection of environmental health. ANJEC is a statewide organization that provides leadership, education, and support for environmental commissions, other local boards, and public officials. We also partner with other organizations to advocate for strong state and regional environmental policy.

The position of the Policy & Program Associate is a critical one to the success of the organization's mission to educate, inspire, and mobilize environmental commissions. They are responsible for advancing strengthened environmental policies focusing specifically on clean water, climate change, and environmental justice. The Policy & Program Associate works at the local, regional, and state level, specializing in support for communities in the New Jersey Highlands and for statewide environmental laws and regulations.

The Policy & Program Associate assists environmental commissions with a variety of requests ranging from site plan application review, stormwater management plan review, ordinance development, and compliance with Highlands Act conformance. The Policy & Program Associate oversees the installation of green infrastructure projects in the Highlands region. Job responsibilities also include working under the supervision of ANJEC's Executive Director and with coalitions of NGOs to advance protections of state laws and regulations governing clean water policies including stormwater, flooding, and drinking water protection.

Strong community relationships are critical to advancing ANJEC's mission. Therefore, the Policy & Program Associate also builds connections with and between communities in the Highlands through in-person and virtual interactions, attending committee meetings, organizing trainings, and assisting with building social media campaigns. Some evenings and weekends required.

ANJEC is seeking a professional with strong writing and oral communication skills with a sound background in policy, environmental science, or other related field. Excellent people skills, ability to develop positive relationships, work well in a team and individually, and passion for or interest in the environment are must-haves. A bachelor's degree in environmental policy, science, political science, communications or related field, and 2-3 years minimum relevant work experience required.

The position allows for either mostly remote or work out of ANJEC's office located in Mendham office. Occasional in-person work is required for field projects managing the installation of green infrastructure and collaborative meetings with local officials and other non-profits in the NJ Highlands region. Occasionally testimony at the NJ Legislature in Trenton and potential in-person meeting with NJDEP staff, if/when they resume such, are also requirements. Flexible scheduling is applicable across the organization. Applicant must be organized and disciplined. Please send resume and cover letter with subject line "Policy & Program Associate" to apply@anjec.org

Required Skills

- A strong commitment to nonpartisan environmental protection.
- A strong commitment to increasing racial diversity in the environment and our organization, integrating justice and equity into the work we do, and helping ensure an inclusive organizational culture.
- Ability to build positive relationships with people of diverse backgrounds
- Ability to meet deadlines under pressure, manage multiple priorities in a fast-paced environment, pay close attention to detail, take initiative and look for opportunities, stay organized and follow-through, and work independently as well as part of a team.
- Strong written and oral communication skills and comfortability with public speaking
- Bachelor's degree in environmental policy, science, political science, communications or related field

Preferred Skills

- 2-3 years in a similar field of work such as policy, environmental advocacy, or campaigns
- Familiarity with legislative and regulatory processes
- Familiarity with NJ environmental policy
- Experience with advocacy and/or political campaigns
- Experience with programs such as Canva, Salesforce, Field Docs, and social media platforms Facebook, Twitter, and Instagram or other similar software programs and platforms

ANJEC COVID Policy

All ANJEC employees are required to be fully vaccinated for Covid-19 and to keep up current with booster doses as advised by the CDC.

Salary & Compensation

The Policy & Program Associate is budgeted between \$45,000-\$55,000. ANJEC offers participation in a group health and dental insurance program and pays 75 percent of the cost of the employee; families/spouses can be added to the plan at the employee's cost deducted from payroll pre-tax. ANJEC offers participation in optional benefit programs such as insurance for cancer, hospitalization, etc at the employee's cost using pre-tax dollars. Full-time employees are entitled to two weeks paid vacation time for the first and second years of ANJEC employment, three weeks for third and fourth years, and four weeks for five years and over. Full-time employees also receive 12 paid holidays, 2 personal days, and 10 sick days annually.

To apply, please send resume and cover letter describing relevant paid and unpaid experience with subject line "Policy & Program Associate" to apply@anjec.org

ANJEC is an equal opportunity employer. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. We will consider all applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin or ancestry, genetics, disability, age, marital status, familial status, domestic partnership status, civil union status, pregnancy, atypical hereditary cellular or blood trait status, or veteran status.