



EMPLOYMENT OPPORTUNITY

BILINGUAL COMMUNITY EDUCATOR (Full-time/ Hybrid, with in-person events/travel)

New Jersey Citizen Action seeks an individual who is passionate about community outreach and engagement to fill our full-time Bilingual Community Educator position. This is an opportunity for someone to start a career with a statewide grassroots nonprofit organization that fights for social, racial and economic justice for all.

The Community Educator reports to the Director of Empowerment Programs. Their primary duties will consist of educating communities and community partners on fair housing, housing discrimination, and other issues and services involving low- and moderate-income communities and communities of color. This will take place largely through in-person workshops, events, direct outreach to communities, and some on-line workshops.

The Community Educator can be based out of either our Newark or Highland Park offices. The position is hybrid, with the Community Educator expected to average 3 to 4 events/meetings per week.

Responsibilities include:

- Coordinating and conducting English- and Spanish-language fair housing workshops and/or events for consumers, community groups, social service agencies, housing authorities, tenant associations, faith-based organizations, civil rights groups, disability rights organizations, and organizations representing immigrant populations. Events will be largely in-person, with some virtual workshops.
- Building relationships with above groups and allies, coordinating events with this network, and educating and informing them about NJCA's other programs and services.
- Developing and maintaining list of statewide organizational contacts within organizational database
- Completing all reports, administrative forms, and consumer education workshop logs as required for grant reporting; maintaining files with all relevant presentation/event administrative forms and paperwork (e.g., workshop verification forms, agendas, questionnaires, workshop surveys & evaluations, etc.).
- Working with other NJCA staff and participating in organizational events and activities as required.

Qualifications:

- Bi-lingual, with excellent oral and written communication skills, especially public speaking, in both English and Spanish
- Ability to work independently, excellent time management skills, ability to juggle multiple responsibilities while meeting weekly and monthly outreach deliverables.
- Familiarity with Microsoft Office, Zoom.
- Available to work some evenings and weekends depending on event requirements.
- 2-year or 4-year degree from accredited institution, 1 to 2 years of outreach experience preferred.
- Has access to car with auto insurance, valid NJ driver's license.

Compensation:

Salary is \$50K + depending on experience, with comprehensive health care, dental, vacation, and other benefits.

Email cover letter and resume to:

Rosemary Nwabueze

Director of Empowerment Programs

Email: jobs@njcitizenaction.org

NJCA is an Equal Opportunity Employer – Women, people of color, and LGBTQ applicants are encouraged to apply.