



20 Nassau Street, Suite 235B
Princeton, NJ 08542
(609) 683.4400
www.leadnj.org

Position Title: Communications & Fellows Engagement Associate

Location: Princeton, 08542

Availability: Immediate

Hours: Full-time

Salary and Benefits: Commensurate with experience

To Apply:

- Email a cover letter, resume and video sample(s) to jen@leadnj.org
- **Please no phone calls.** Applicants with appropriate backgrounds will be contacted for a face-to-face interview.

Position Summary:

Lead New Jersey (LNJ) has, since 1987, trained 30+ year-long classes of state leaders on the cutting edge issues that face our lives. Our more than 1500 program graduates, called Fellows, inhabit the highest offices of business, government, and the non-profit sector. The LNJ year-long Fellowship year, and our alumni events for fellows, connect and inform New Jersey's leaders. Visit our web site, leadnj.org, to learn more.

Lead New Jersey is seeking a talented and committed individual as a full-time Communications & Fellows Engagement Associate to help engage the entire LNJ community through various communications strategies and educational events. Reporting to the Vice President for Recruitment, Alumni Relations, & Communications, he or she will apply his/her skills to manage LNJ Fellows in the current annual class, as well as support programs and events for our 1600+ alumni.

Communications & Fellows Engagement Associate Responsibilities, but are not limited to:

- Assist with organization-wide communications, including e-blasts, newsletters, website, and social media
- Collect, produce, and distribute relatable and effective content (written, photography, and video) at LNJ seminars and related events
- Support in planning and coordinating monthly seminars, including staffing all seminars and current class events
- Assist in planning and coordinating alumni programs and events, including marketing of and staffing events
- Update and maintain accurate and detailed program applicant, participant, and alumni records, including management of LNJ's contacts database
- Support the recruitment of LNJ's next class, including planning and staffing outreach events and working with the recruitment committee on recruitment efforts

Communications & Fellows Engagement Associate Requirements:

- Bachelor's degree, concentration in communications or related fields preferred
- Prior office experience highly preferred
- Communications experience, especially website management and proficiency in shooting and editing videos with Adobe Premiere Pro and Final Cut Pro
- Graphic design experience using Photoshop and InDesign
- Social media experience (including but not limited to Facebook, LinkedIn, Twitter, Instagram, and YouTube)
- Event planning experience
- Excellent marketing skills
- Detail-oriented with organization and project management skills
- Superb "people skills" to enthusiastically engage Fellows and oversee related programming
- In-office work required at Lead New Jersey's office in Princeton, New Jersey, with regular off-site assignments
- Travel (mostly New Jersey) required, with occasional overnights
- Valid New Jersey driver's license