



***\*EMPLOYMENT OPPORTUNITY\****  
***BILINGUAL COMMUNITY EDUCATOR***

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New Jersey Citizen Action, the state's largest independent citizen watchdog coalition, is hiring a full-time Bilingual Community Educator. Working under the direction of the Development Director, the Community Educator will reach out to targeted constituencies to educate consumers on fair housing and housing discrimination and other financial education issues. The Community Educator will focus on education and outreach to low- and moderate-income communities across the state, providing consumers with information and resources on various consumer financial protection issues.

**Examples of work:**

1. Contact community groups, labor unions, social service agencies, tenant associations, faith-based organizations, civil rights groups, disability rights organizations, and organizations representing Hispanic and other immigrant populations to schedule free English- and Spanish-language consumer education and outreach workshops, presentations and/or outreach events.
2. Confirm presentations and obtain relevant workshop information.
3. Provide organizations with necessary materials prior and/or on the day of presentations or events (fliers, bios, background info, etc.).
4. Coordinate and conduct presentations on various consumer financial protection issues, including fair housing, housing discrimination, predatory lending, foreclosure prevention, financial education and other issues.
5. Educate and inform consumers on NJCA's program and services, consumer resources, and other relevant consumer protection issues.
6. Develop and update a database of statewide organizational contacts.
7. Complete all reports, administrative forms, and consumer education workshop log as required for grant reports.
8. Maintain files with all relevant presentation/event administrative forms and paperwork (e.g., workshop verification forms, questionnaires, pre- and post- workshop surveys, evaluations, etc.).
9. Work with other NJCA staff and participate in organizational events and activities as required.

**Knowledge and abilities:**

1. Excellent oral and written communication skills, especially public speaking.
2. Ability to be self-directed, develop and maintain priorities and conduct multiple tasks in a given timeframe.
3. Ability to develop contacts and schedule presentations.
4. Exceptional time management and planning expertise.
5. General computer skills, including familiarity with Microsoft Office (e.g., MS Word, Excel, Outlook), and other word processing and database applications.
6. Ability to become proficient in the areas of fair housing and financial literacy (e.g., credit, predatory lending, basic banking, budgeting, homeownership, foreclosure prevention, and consumer protection issues).

(continued...)



**Required education and experience:**

1. Bachelor's degree from an accredited college or university (life experience may be substituted for education on a year-by-year basis)
2. Experience working with low- and moderate-income individuals and communities
3. Bi-lingual in English and Spanish a plus.
4. Outreach staff **must** have their own car, valid NJ driver's license, and insurance.
5. Ability to work some nights and/or weekend hours as needed.

**Compensation:**

Competitive salary with comprehensive health care, dental, vacation, and other benefits. Position based in our downtown Newark office.

**Mail, email or fax cover letter, resume and writing sample to:**

Phyllis Salowe-Kaye, Executive Director

New Jersey Citizen Action

744 Broad Street, Suite 2080

Newark, NJ 07102

Fax: (973) 643-8100 Email: [phyllis@njcitizenaction.org](mailto:phyllis@njcitizenaction.org)

Visit our web-site [www.njcitizenaction.org](http://www.njcitizenaction.org)

*NJCA is an Equal Opportunity Employer – Women and people of color are encouraged to apply!*