



SUSTAINABLE JERSEY

PO Box 6855, Lawrenceville, NJ 08648

POSITION ANNOUNCEMENT: SOUTH JERSEY COMMUNITY ENGAGEMENT MANAGER

9/9/2026

SUMMARY

Sustainable Jersey seeks a dynamic, organized, and committed individual to serve as our South Jersey Community Engagement Manager. Qualified candidates will be detail-oriented, have strong problem-solving, interpersonal, and communications skills, a passion for our mission, and previous experience with local government or nonprofits, community organizing, or similar.

ABOUT THE POSITION

The South Jersey Community Engagement Manager will serve as a trusted and accessible resource for local governments, schools, and community stakeholders. This individual will help communities navigate and connect with available resources and opportunities (i.e., funding, technical assistance) and build the capacity needed for long-term success within the Sustainable Jersey program. This new role will report to the Assistant Director and work closely with the Senior Operations Department Administrator, subject matter experts, and a passionate and energetic team, contributing to meaningful initiatives that shape sustainability outcomes across New Jersey. This Community Engagement Manager will play an essential role in supporting a strong base of South Jersey municipalities and schools participating in the Sustainable Jersey program to advance critical sustainability goals, while helping to recruit and onboard new communities into the program and strengthen our existing regional hub structure.

Candidates with diverse levels of experience will be considered. Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of program design and execution, coordination, organization, facilitation, and promotion/outreach. Also requires a minimum of two years of relevant experience in program management or administrative functions that include coordination of work and management of people, effective communication skills, and computer literacy. Requires subject matter expertise and competence in one or more relevant topics such as community engagement, local government, sustainability, or a related field.

Compensation includes a base salary of \$55,000-\$85,000 and employer contribution towards health insurance and retirement benefits.

SPECIFIC DUTIES

- Provide hands-on guidance to help communities identify, access, and leverage available resources, including funding opportunities, technical assistance, and program tools.
- Build and maintain strong relationships with local officials, school leaders, community organizations, and regional partners to support sustainability initiatives.
- Conduct outreach to recruit and onboard new municipalities and schools into the program, with a focus on expanding participation across diverse communities.
- Facilitate connections between communities and subject matter experts, state agencies, and partner organizations to advance local sustainability goals.
- Support participating communities in navigating complex or sensitive political and organizational dynamics to move projects forward effectively.

- Monitor and track community progress, identify barriers, and proactively offer solutions and strategic support to address unmet needs of constituents.
- Represent Sustainable Jersey at events, conferences, and community meetings.
- Collaborate closely with internal staff, including Operations Team members, senior leadership and program experts, to align regional efforts with organizational priorities.
- Contribute to the development of outreach materials, reports, and communications that support program growth and impact.
- Develop well thought out recommendations for expanding project portfolio and generation of ideas related to the existing scope of work that could form the basis of new funding proposals.
- Plan and lead meetings, workshops, and regional events to share resources, highlight best practices, and foster peer learning and collaboration.
- Manage groups of local volunteers through a regional hub network, providing guidance and support for peer-to-peer learning, training, networking, and mentorship opportunities.
- Deliverables and other commitments achieved on time and within budget. Ensure documentation for all work performed is detailed and tracked.
- Collaborate on the creation of a shared database for outreach progress in municipalities across the region.

QUALIFICATIONS AND SKILLS

- Exceptional interpersonal and communication skills, with the ability to engage diverse audiences in both one-on-one and group settings.
- Strong written communication skills, including the ability to convey complex information clearly and effectively.
- Demonstrated ability to build relationships, establish trust, and work collaboratively with a wide range of stakeholders, including public officials and community leaders.
- Comfort navigating complex or politically sensitive environments with professionalism, diplomacy, and sound judgment.
- Highly self-motivated and organized, with the ability to work independently and manage time effectively in a largely field-based role.
- Experience facilitating meetings, trainings, or workshops and fostering productive dialogue among stakeholders.
- Strong problem-solving skills and the ability to think strategically while addressing on-the-ground challenges.
- Familiarity with New Jersey communities, local government structures, or sustainability initiatives is strongly preferred.
- Willingness and ability to travel regularly within New Jersey, including evenings and the occasional weekend. Must have own means of transportation.
- Passion for sustainability, community impact, and advancing equitable outcomes across municipalities and schools.

HOW TO APPLY

Qualified candidates should submit a resume, cover letter, and at least one relevant writing sample to Lauren Skowronski at skowronl@tcnj.edu.