

## **Job Announcement for Isles Research and Policy Coordinator**

**Position Title:** Coordinator, Isles Research and Policy

### **Position Description:**

The Research and Policy Coordinator will facilitate Isles research, policy and supporting communication needs, focusing on the central New Jersey region while connecting to a statewide consortium of higher education and community organizations engaged in similar public interest activities. This position is part of the New Jersey Bonner AmeriCorps PolicyOptions Corps, a partnership between the Corella and Bertram F. Bonner Foundation, The College of New Jersey's Bonner Center for Civic and Community Engagement, and Isles, Inc.

### **About the Position:**

The Research and Policy Coordinator will connect to faculty and students at institutions of higher education, supporting community-based research courses and internships and other opportunities. Through this position, Isles will strengthen its capacity to analyze and develop effective products and services, assess impact, engage community stakeholders, communicate findings and strengthen fundraising. In addition, Isles seeks to disclose and publicize best practices and research related to sustainable development in the region. In support of this, the Research and Policy Coordinator will mobilize and coordinate higher education support, including internships, and other resources. This position is part of a larger effort to form local community "think tanks" or bureaus, offering core community problem-solving resources in Camden, Trenton, New Brunswick, and Newark. These locally-focused bureaus will benefit from being linked through an affiliate structure to state issues and to a central office that will analyze government policies and nonprofit activity.

### **Responsibilities:**

- Work with management to identify Isles' information, research, and analysis needs
- Identify faculty and student resources
- Convene issue forums to educate members of the community
- Support the development of the PolicyOptions.org News website of (government, non-profit, foundation) policy and program news digest for the local think tanks, as well as cover New Jersey state activity, with a focus on sustainable urban development
- Communicate with the public through the web, social media, and other forums

### **Position Qualifications:**

- Must be at least 18 years old
- Must be a U.S. citizen or legal permanent resident of the U.S.
- A Bachelor's Degree is preferred, however some college combined with work experience may substitute for a degree.
- Significant experience with community service and/or non-profit organization work
- Must be available to serve full-time for one year
- Ability to research, analyze, and synthesize information to make strong recommendations for best effective practices
- Strong decision making and problem solving abilities
- Organized self-starter who is able to take personal responsibility and initiative
- Excellent attention to detail and follow-through skills
- Ability to effectively manage multiple tasks and projects at the same time
- Ability to work independently and collaboratively with diverse groups of individuals
- Excellent interpersonal, oral, and written communication skills
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Sense of humor

**What is AmeriCorps?:**

For the past ten years, the New Jersey AmeriCorps Bonner Leader Program has worked to mobilize the talents and interests of college students and community members, the resources of institutions of higher education, and the expertise of community-based organizations to address issues related to food insecurity, mentoring, adult education, job skill development, and other human needs. The Bonner Program is coordinating the PolicyOptions Corps and utilizing Isles as the manager of the Central New Jersey effort.

AmeriCorps is an opportunity to make a big difference in your life and in the lives of those around you. It's a chance to apply your skills and ideals toward helping others and meeting critical needs in the community. Each year, AmeriCorps offers 75,000 opportunities for adults of all ages and backgrounds to serve through a network of partnerships with local and national nonprofit groups. Whether your service makes a community safer, gives a child a second chance, or helps protect the environment, you'll be getting things done through AmeriCorps!

**AmeriCorps Benefits:**

- Choice of \$5,550 Segal AmeriCorps Education Award or a \$1,500 End of Service Stipend (upon successful completion of the term of service)
- Modest living allowance
- Health care benefits
- Child care assistance, if eligible
- Personal/Medical leave
- Relocation allowance
- Life insurance
- Liability insurance
- Training
- Post-service federal employment incentives and opportunities

**How to Apply:**

Please submit a cover letter and resume to Elizabeth Wood, Chief Human Resource and Administration Officer via email at [ewood@isles.org](mailto:ewood@isles.org).

**Application Deadline:** September 2, 2011

**Expected Start date:** September 16, 2011

**Sponsoring Organization:** Isles, Inc.

Address: 10 Wood Street, Trenton, NJ 08618

Lead Contact: Elizabeth Wood

Title: Chief Human Resource and Administration Officer

Email: [ewood@isles.org](mailto:ewood@isles.org)

Website: [www.isles.org](http://www.isles.org)