



Administrative & Outreach Coordinator

Position Type: Part-Time (10 hours/week)

Position Rate: \$30 per hour

Reports To: Executive Director & the Executive Committee

Location: Remote/Hybrid

About Preservation New Jersey

Founded in 1978, Preservation New Jersey (PNJ) is a statewide member-supported nonprofit historic preservation organization dedicated to promoting the economic vitality, sustainability, and heritage of New Jersey's diverse communities through advocacy and education.

PNJ works to protect and promote New Jersey's historic places through public awareness, technical assistance, advocacy initiatives, educational programming, and partnerships with local communities, preservation organizations, and public agencies.

Position Summary

Preservation New Jersey seeks a highly organized, proactive, and mission-driven part-time Administrative & Outreach Coordinator to support the organization's growing operational, communications, outreach, and membership needs.

This position was created to strengthen organizational capacity, improve public responsiveness, support statewide outreach efforts, and assist with the coordination of the organization's core initiatives. The role is ideal for someone passionate about historic preservation, nonprofit administration, public engagement, and community-based work.

The Coordinator will work closely with PNJ leadership, board members, volunteers, partners, and the public to help ensure smooth daily operations and increase organizational visibility across New Jersey.

Key Responsibilities

Administrative & Organizational Support

- Manage incoming emails, phone calls, website inquiries, and public requests in a timely and professional manner.
- Maintain organizational calendars, databases, contact lists, and digital files.
- Assist with scheduling meetings, preparing agendas and meeting minutes, and coordinating logistics for board and committee meetings.
- Help maintain databases related to threatened historic sites, preservation partners, and municipal contacts.

Communications & Membership Engagement

- Support membership tracking, renewals, donor acknowledgments, and organizational recordkeeping.
- Coordinate and distribute announcements, event communications, and member updates.
- Help maintain website content and online preservation resources.
- Support outreach to historic preservation commissions (HPCs), community organizations, schools, municipalities, and preservation partners statewide.
- Support outreach related to preservation initiatives, technical assistance, and community partnerships.

Qualifications

- Graduation from an accredited college or university with a Bachelor's degree.
- Minimum of two to five (2-5) years of experience in coordinating communications, membership programs, or community outreach initiatives.
- Familiarity with New Jersey preservation organizations, local government, or nonprofit operations.
- Working knowledge of historic preservation resources, tools, programs, and grants.
- Strong organizational and administrative skills with excellent attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently, manage multiple priorities, and meet deadlines.

- Proficiency with Microsoft Office, email marketing platforms, and social media tools.
- Comfort working collaboratively with volunteers, board members, and community stakeholders.
- Experience with Canva, Constant Contact, WordPress, CRM/database systems, or event platforms.

Compensation & Schedule

- Approximately 10 hours per week with flexible scheduling; with the following exceptions:
 - There will be one (1) mandatory staff meeting a week to set goals and priorities;
 - This position will require a one-to-two (1-2) hours of virtual “open office hours” a week for constituents.
- Primarily remote work with occasional in-person meetings or events within New Jersey such as the annual meeting (July) and the annual Historic Preservation Awards event (November).
- Hourly compensation will be commensurate with experience.

How to Apply

Please submit a resume and brief cover letter describing your interest in Preservation New Jersey’s mission and relevant experience to info@preservationnj.org by June 15, 2026.