



Program 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 an organized, collaborative, and enthusiastic Part-Time Program Coordinator to support and expand the organization's educational programming. This position will play a critical role in implementing priorities identified through PNJ's strategic survey process, including increasing statewide visibility, strengthening community partnerships, expanding hybrid programming, and improving engagement with local historic preservation commissions (HPCs), schools, professionals, and the public.

The Program Coordinator will be responsible for planning, coordinating, and hosting 12–40 programs per year, including a mix of virtual, hybrid, and in-person events throughout New Jersey. Programs may include educational workshops, panel discussions, advocacy events, networking gatherings, webinars, preservation training sessions, and community outreach initiatives.

Key Responsibilities

Program Planning & Coordination

- Coordinate and host approximately 12–40 annual programs and events, including virtual, hybrid, and in-person offerings.
- Assist with scheduling, speaker coordination, venue logistics, registration management, and event promotion.
- Support statewide geographic diversity in programming, with attention to South, Central, and North Jersey representation.
- Coordinate hybrid and virtual event technology platforms and participant support.
- Evaluate program attendance, participant feedback, and engagement metrics.
- Help expand public awareness of PNJ through community engagement activities, tabling events, and regional networking opportunities.

Communications & Administrative Support

- Assist with event marketing through email newsletters, social media, website updates, and partner communications.
- Help maintain consistent communication schedules and timely responses to public inquiries regarding events.
- Maintain event records, attendance tracking, and program documentation.
- Support grant-funded programming and reporting requirements as needed.
- Coordinate volunteer participation for events and initiatives.

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 events, educational programs, or community engagement initiatives preferred.
- Comfort with virtual meeting platforms and basic event technology.
- Ability to manage multiple projects independently and collaboratively.
- Interest in historic preservation, nonprofit work, public history, planning, architecture, advocacy, or community development strongly preferred.
- Familiarity with New Jersey communities, nonprofits, or preservation networks is a plus.
- 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.

- Proficiency with Microsoft Office, email marketing platforms, and social media tools.
- Experience with Canva, Constant Contact, WordPress, 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 one (1) Programs & Events committee meeting with Trustees a month.
- Evening and weekend availability are required for hosting programs and events.
- 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.