Program Coordinator II Position Available

The Center for American Women and Politics (CAWP) seeks an entry-level program coordinator to work with Ready to Run® NJ and its Diversity Initiative, NEW Leadership™, and other CAWP programs. S/he will coordinate logistics and facilitate program planning for both programs; this means participating in the planning process, drafting materials, communicating with program speakers and participants, publicizing and promoting the programs, organizing on-site logistics including materials, a/v, food and facilities, and troubleshooting during the programs. The program coordinator will also draft text and develop graphics to deliver CAWP’s message through social media, infographics, and web content. In addition, s/he will collaborate with CAWP staff on all CAWP programs and activities. This is a year-round, full-time position (37.5 hours/week) which requires occasional evening and weekend work, including overnight stays on campus during five nights of NEW Leadership NJ in June.

The position requires a bachelor’s degree, preferably in political science, women’s/gender studies or a related field, or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of program coordination, organization, writing, and promotion/outreach. The successful candidate will demonstrate understanding of American politics at all levels and have experience in event management. Excellent communication, interpersonal, and organizational skills and computer literacy are essential. Experience working with political campaigns, candidates, or officeholders or some aspect of government/politics is strongly preferred, as is understanding of and/or experience with issues related to women’s political participation and/or women’s leadership.

Details and online application form are available here. All applications must be submitted through the online Rutgers University process; applications sent directly to CAWP cannot be processed. Information about the benefits provided to Rutgers employees can be found here. Rutgers is an affirmative action/equal opportunity employer.

About CAWP
The Center for American Women and Politics (CAWP), a unit of the Eagleton Institute of Politics at Rutgers, The State University of New Jersey, is nationally recognized as the leading source of scholarly research and current data about American women’s political participation. Its mission is to promote greater knowledge and understanding about women's participation in politics and government and to enhance women's influence and leadership in public life. CAWP’s non-partisan education and outreach programs translate research findings into action, addressing women’s under-representation in political leadership with effective, imaginative programs serving a variety of audiences.