



JOIN A GROWING MEMBERSHIP ORGANIZATION!

The Collaborative for Citizen Directed Supports NJ is seeking a dynamic and skilled professional for a part-time, contracted position that pays \$45 an hour for up to 10 hours a week. This position is remote with occasional travel to New Jersey for Collaborative in-person events.

Are you looking for an opportunity to use your exceptional organizational, communication and planning skills? Are you someone who is seeking work that allows you to have control over your schedule and maximizes your talent? An organization you can grow with?

If so, this may be the part time (for now!) gig for you. The Collaborative for Citizen Directed Supports NJ needs a professional skilled in project management, logistics and operations to lead current and future projects.

Email your cover letter with interest and resume to: TheCollaborativeNJ@gmail.com

Required Skills

Basic skillset:

- Competent in the use of Technology (Adobe, Canva, Zoom, G- Suite, YouTube, PayPal, FB, Excel, Word, PPT, Constant Contact, Wix).
- Experience with marketing.
- Excels in administrative tasks.
- Proficient in written and verbal communication.
- Experience with community engagement and outreach, connecting to all stakeholders.
- Must be creative, organized, have initiative, and be able to work independently.