



CN Communications International Inc.

Program Assistant

[CN Communications International, Inc.](#) (CN) is hiring a Program Assistant to work with CN client the [Research & Development Council of New Jersey](#) (R&D Council). The R&D Council is a professional association of New Jersey's leading research and development organizations to advocate on behalf of research-driven companies and universities in the state and to bolster New Jersey's STEM education and career pipeline. Member organizations include colleges and universities, government entities, and private research companies. Learn more about the R&D Council here: www.rdnj.org.

The Program Assistant's main responsibility will be to support and implement programming for the R&D Council STEM program the [Governor's STEM Scholars](#) (GSS) and its partner organization [CS4NJ](#), but will provide needed support across all R&D Council programming including, but not limited to, the [NJ STEM Pathways Network](#) and the [Edison Patent Awards](#).

Typical work responsibilities could include:

- Create and distribute external communications content, including press releases, social media posts, newsletters, mass emails, and promotional materials;
- Manage communications channels such as website, email lists, and press lists;
- Develop relationships with external organizations and partners such as STEM professionals, school administrators, teachers, and New Jersey press corp.;
- Manage GSS application and selections processes;
- Outreach to high school and colleges for recruitment of Scholars;
- Create and manage statewide database of STEM professional volunteers, develop relationships with external partners to utilize volunteer database;
- Collect and analyze data on effectiveness of programs;
- Develop and implement fundraising strategies to support programs;
- Provide logistical support for GSS conferences, field trips, and other programming;
- Serve as a utility player for other R&D Council programming; and,
- Other duties and/or projects as assigned.

Ideal candidates would have:

- A Bachelor's degree or equivalent experience;
- Knowledge or interest in the convergence of science, technology, government, business, and education;
- Advanced skills in research;
- Strong writing and editing skills;
- Public speaking and presenting skills;
- Proven ability to multitask and work remotely;
- Experience with Microsoft suite including Word, Excel, and PowerPoint; and
- Website management, press release writing, social media, and design experience are a plus.

Salary and Benefits:

- A one-year contract will be offered with the possibility of continuation if future funding is secured.
- Annual non-negotiable salary of \$55,000.
- This is a full-time, position with generous benefits, including:
 - Health, dental and vision insurance, premiums fully paid for by employer;
 - \$25,000 life insurance policy, premium fully paid for by employer;
 - 12 paid holidays, 10 days paid vacation, and 6 paid sick/personal days.
- The position is a hybrid remote and in-person opportunity based in Chatham, New Jersey.
- Travel to meetings, conferences, schools, etc. throughout New Jersey will be necessary, therefore a reliable vehicle and current driver's license is required.

How to Apply:

Interested candidates should send résumé, cover letter, and two short writing samples to aroderer@cn-com.com with "Program Assistant" in the subject line. This position will remain open until it is filled. No phone calls.

CN Communications International, Inc. is an equal opportunity employer. People of all classes, races, ethnicities, gender identities and abilities are strongly encouraged to apply. Interviews will be conducted on a rolling basis, and we're hoping to fill this position as soon as possible. If you're interested, we encourage you to apply as soon as possible.