

## COMMUNITY OUTREACH SPECIALIST

The Newark Liberty International Airport (EWR) Redevelopment Program is seeking a Community Outreach Specialist to support the EWR Redevelopment Community Outreach Office in Newark, NJ and foster relationships with key community stakeholders. This contract position will report to the Port Authority of New York & New Jersey (PANYNJ) Government and Community Relations and EWR Redevelopment, and will be employed by InGroup, Inc., a Newark-based stakeholder outreach firm.

The role will assist in developing and implementing outreach strategies and community engagement activities that align with the goals of the EWR Redevelopment Program, ensuring effective communication and engagement with local communities, elected officials, and business partners throughout the redevelopment process. In addition, the role will also manage the Community Outreach Office and will be responsible for daily operations and associated administration. This individual will report to the Outreach Office no less than 4 days a week (subject to change according to PANYNJ working guidelines and programmatic needs) and will be expected to report to other work locations (i.e. 4 World Trade Center, Newark Liberty International Airport, and community events) as needed.

This individual will work closely with community partners and key departments within PANYNJ—including Aviation, Media Relations, Diversity & Inclusion, and Human Resources—to ensure a comprehensive and cohesive approach to community engagement.

## KEY RESPONSIBILITIES

### Community Engagement & Relationship Management

- Build and sustain strong relationships with community organizations, businesses, elected officials, and key stakeholders.
- Represent the organization at public meetings, community events, and stakeholder gatherings to enhance visibility and engagement.
- Serve as the primary point of contact between the organization and the local community, addressing concerns and sharing important updates.

### Program Development & Implementation

- Design and execute outreach strategies to promote public awareness and involvement.
- Organize and lead community meetings, public information sessions, and engagement events.
- Coordinate with internal teams to align outreach efforts with broader organizational goals.

### **Communications & Public Relations**

- Develop and distribute regular updates to stakeholders on project developments.
- Support the development of consistent messaging for outreach materials and digital communications.
- Update quarterly and yearly community outreach reports for distribution

### **Data Tracking & Reporting**

- Maintain databases of community contacts, participation records, and outreach activities.
- Monitor and analyze community feedback to assess outreach effectiveness.
- Generate reports summarizing engagement efforts and outcomes.

### **Diversity & Inclusion Initiatives**

- Promote participation of local, minority- and women-owned businesses (LBE/MWBE) in outreach activities.
- Support local workforce development initiatives by connecting job seekers with employment opportunities.

### **Administrative & Team Collaboration**

- Support coordination among outreach team members, ensuring alignment on outreach initiatives.
- Prepare outreach budgets, expenditures, and oversee logistical planning.
- Collaborate with marketing, communications, and program teams to ensure a unified approach.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in communications, public relations, urban planning, or a related field (or equivalent work experience).
- Minimum of 5 to 10 years of experience in community outreach, stakeholder engagement, or public relations.
- Knowledgeable of local and community dynamics within Hudson, Essex, and Union counties.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite and database management.
- Ability to work flexible hours, including evenings and weekends as needed.

## PREFERRED QUALIFICATIONS

- Experience working with government agencies or infrastructure projects.
- Bilingual in Spanish or Portuguese is preferred.
- Familiarity with community engagement best practices and digital communication tools.

## PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Must be able to drive or navigate to meetings.

**We encourage all who are interested to apply by sending us your cover letter and resume to [jobs \[ @ \] ingroupinc.com](mailto:jobs[@]ingroupinc.com)**

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