



EMPLOYMENT OPPORTUNITY

COMMUNITY OUTREACH DATA SPECIALIST

The EWR Airport Redevelopment Program is currently seeking a motivated and experienced individual to assist with data for public outreach initiatives and community relations aspects of the Port Authority of New York & New Jersey's (PANYNJ) Newark Liberty International Airport (EWR) Redevelopment Program. **The Community Outreach Data Specialist will be part of the EWR Redevelopment Outreach team to be hired as a consultant by INGROUP, INC. and directly reports to PANYNJ Government and Community Relations (GOCOR NJ), the Chief of Intergovernmental Affairs for outreach and reporting relating to the EWR Redevelopment Program.** The Community Outreach Data Specialist is part of the EWR Redevelopment Community Outreach team and is a liaison to the local communities surrounding EWR and the redevelopment efforts at the Airport.

The Community Outreach Data Specialist will work collaboratively with various PANYNJ departments, including Aviation; EWR Redevelopment Project Team; Office of Media Relations; the Office of Diversity & Inclusion (ODI); Human Resources (HR); and the New Terminal A Operations Manager, Munich Airport NJ LLC.

GENERAL ACCOUNTABILITIES

- Manage and track data on local M/WBE companies and local workforce development contacts, including number of contacts with such persons, number of opportunities each person/business considers, and the opportunities executed for each person/business.
- Maintains a database of all interested persons and organizations participating in the program or from the community.
- Submits regular (typically weekly and monthly) summaries of public participation efforts and outcomes
- Continuously supports, informs, educates, and directly engages all those with a community interest in the program.

- Schedules and coordinates stakeholder meetings and public information sessions.
- Prepares materials, handouts, periodic updates, newsletters and displays for ongoing public involvement.
- Works with the other key Program stakeholders, including PANYNJ departments, Program consulting firms, terminal operators, airlines, contractors, and others in programmatic efforts.
- Refers local, minority and women owned firms to ODI, and qualified job candidates to PANYNJ HR, CAO or other Airport job referral organizations.
- Performs other related duties as assigned.

JOB QUALIFICATIONS

- Education: Bachelor's Degree or equivalent work experience of 2 or more years
- Experience with data management
- Experience creating and implementing a community outreach, development, and engagement strategy

DESIRED QUALIFICATIONS

- Bilingual
- Self-motivated and able to work collaboratively on a team and independently
- Ability to work with a range of stakeholders, including community leaders, residents, elected officials, Port Authority leadership and staff, and others
- Excellent data, communications, and interpersonal skills

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)

This job description is for an at-will position. InGroup Inc., provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the Company takes affirmative action to ensure that applicants and employees are treated without regard to any of these characteristics.

