
UNITED WAY OF NORTHERN NEW JERSEY

Research Team Coordinator

Organization overview:

[United for ALICE](#) – a national research project of the [United Way of Northern New Jersey](#) – is looking for a Research Team Coordinator to support the work of the United For ALICE [Research Team](#). The position will be employed by the United Way of Northern New Jersey and supervised by the Director of Research and Strategic Analysis.

Diversity Statement:

[United Way of Northern New Jersey](#) celebrates diversity and believes it makes us stronger. We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered. We actively encourage applications from individuals of all backgrounds, including underrepresented groups. Our goal is to foster a workplace that reflects the rich tapestry of human experiences, perspectives, and talents. Join us as we build a diverse and vibrant team!

United For ALICE Overview:

United For ALICE is a driver of innovation, shining a light on the challenges **ALICE** (**A**sset **L**imited, **I**ncome **C**onstrained, **E**mployed) households face and finding collaborative solutions. Through a standardized methodology that assesses the cost of living in every county, this project provides a comprehensive measure of financial hardship across the U.S. Our Reports and tools provide the highest quality, unbiased data and analysis drawing from local and regional sources as well as national research. The information is presented so that it is easy to understand and is accessible for businesses, government, nonprofits, academia, the media, and engaged citizens.

Equipped with this data, [ALICE partners](#) convene, advocate, and innovate in their local communities to highlight the issues faced by ALICE households and to generate solutions that promote financial stability. The grassroots movement represents United Ways, corporations, nonprofits and foundations in Arkansas, Colorado, Connecticut, Delaware, the District of Columbia, Florida, Georgia, Hawai'i, Idaho, Illinois, Indiana, Iowa, Kansas, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Washington, West Virginia, and Wisconsin; we are United For ALICE. For more information, go to: UnitedForALICE.org

Department: United For ALICE

Reports to: Director of Research and Strategic Analysis



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This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



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Broad Function/Purpose:

The Research Team Coordinator will be an integral part of the Research Team, providing support across a variety of projects. Work will include scheduling and attending meetings with stakeholders across sectors, including United Way partners and leaders in areas related to financial hardship (like housing, food access, transportation); maintaining a list of data requests and ensuring they are delivered to partners in a timely manner; tracking team progress toward collective goals by making updates in our project management tool (Monday.com); and maintaining lists of key contacts, including members of the [Research Advisory Committees](#) across our partner states; and supporting updates on the United For ALICE website.

The Research Team Coordinator should have strong attention to detail, be very organized, and have experience working with teams to meet collective goals. Strong verbal and written communication skills are also important, as is a willingness to learn about new tools and topics related to research on financial hardship. Prior project management, team coordination, and/or administrative support experience is preferred.

Primary Responsibilities:

- Attend Research Team meetings and contribute to the work and direction of the ALICE research
- Maintain key contact lists, including [Research Advisory Committee](#) membership lists
- Manage data requests and respond to inquiries
- Assist in meeting scheduling for internal and external partners; take and share meeting minutes
- Update team progress in Monday.com (project management tool)
- Support monthly ALICE Community Advisory Committee meetings
- Review ALICE website content and ensure edits/updates are made correctly
- Support the evaluation of United Way of Northern New Jersey programs, including [United In Care](#) and [ALICE@Work](#)
- Coordinating special projects
- Managing the ALICE in Action database

Requirements:

- Passion for the vision and mission of [United For ALICE](#) and [United Way of Northern New Jersey](#)
- Strong attention to detail, organizational skills, and communication skills (verbal and written)
- Ability to work independently, prioritize shifting projects, and work with a team to reach best outcomes in an evolving environment
- Past project management, team coordination, and/or administrative support experience (preferred)
- Experience with Microsoft Office tools (Word, Excel, PowerPoint)
- Ability to be productive in a remote environment
- An understanding of cross-functional team dynamics along with the ability to facilitate effective interactions by working collaboratively with representatives from different departments



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Job Type:

- Full time: 35 hours per week

Compensation:

- \$38,000-\$40,000 annual salary range
- Benefits: Health, Vision, Dental, 401k, Paid Holidays and Paid Time Off (PTO)

Work Environment:

- This job function uses standard office equipment, such as computers, phones, printer, and photocopiers
- Hybrid: Primarily remote, some office meetings with staff, board volunteers, vendors, and donors

Submit résumé and cover letter to:

Email cover letter and resume to Ashley.Anglin@UnitedWayNNJ.org

Equal Opportunity Policy:

United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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