JOB ANNOUNCEMENT: Communications Coordinator

SUMMARY:
Reporting to the Manager, Communications, the coordinator is responsible for assisting in the planning and implementation of The Foundation’s materials, production & timetables, collection, and oversight of asset materials (e.g. videos, photographs, etc.) The coordinator is responsible for updating content to social media and The Foundation website. In addition, the coordinator provides logistical support for The Foundation public education events and other communication projects as assigned.

RESPONSIBILITIES:

• Assist Manager and coordinate production support for all Foundation events and projects, digital campaigns, newsletters, and Foundation collateral materials.
• Update content to social media and website, including gathering content for posts, scheduling posts and tracking analytics.
• Provide graphic design graphics for social medial, web and small printed collateral.
• Support other social media initiatives and campaigns.
• Research and report on other non-profit digital activity.
• Assist with proof reading of communication materials.
• Perform logistical tasks related to Foundation public education events including scheduling, interfacing with venues on rental, a/v, catering, etc. Working on RSVP management and perform assigned communications functions at all Foundation events.
• Manage all asset materials (photos, brand materials, etc.) consistent with Foundation policies.
• Provide administrative assistance for the Communication and Marketing Department.
• Assumes and performs other duties and responsibilities as assigned or identified.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

• Bachelor’s degree (B.A.) from a four-year college or university.
• Passion for the mission of The New York Women’s Foundation
• Excellent verbal and written communication and interpersonal skills.
• Proven graphic design skills.
• Organized and detail oriented.
• Ability to prioritize, meet tight deadlines and problem solve.
• Basic knowledge of communications.
• Experience with Social Media (Twitter, Facebook & Instagram).
• Strong computer skills (Microsoft Office, WordPress) with an aptitude to learn any/all custom systems.
• Knowledge of Adobe Photoshop and Publisher.
• Ability to flourish in a diverse environment that is transparent and collaborative.
• Ability to work evening events.

HIRING POLICY:

Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

COMPENSATION:

Commensurate with experience

TO APPLY:

Please send cover letter, salary requirements and resume to:

hr@nywf.org

Or via mail to:

The New York Women's Foundation
39 Broadway, 23rd Floor
New York, NY 10006
Attention: Human Resources

NO TELEPHONE CALLS PLEASE.