

## Full-time Communications Associate

Are you an enthusiastic, creative collaborator who meets deadlines and has a variety of skills suited to inform the community of our work, services, events, etc.? St. Nicks Alliance is a community-based organization serving North Brooklyn since 1976. As communications associate, you will share our success stories to our supporters and promote our services and efforts to the community via social media, video shorts, and email campaigns. Your writing skills are rooted in correct grammar with a versatility to convey information in light conversational to more formal tones of voice, depending on the circumstance. You will report to the communications manager at 2 Kingsland Avenue, Brooklyn, NY 11211.

### Specific duties include:

- Create and manage content for organization's social media (Facebook, Twitter, IG, LinkedIn).
- Grow and maintain social media followers, subscribers to our newsletters/other publications, and online presence.
- Grow and organize contact lists and maintain engagement with current supporters.
- Promote services, organization success, and event promotion via social media and email in a strategic way that engages and gains followers and support.
- Assist with website updates.
- Email Marketing: distribute staff announcements, *North Brooklyn Community News/GREENLINE* weekly emails, quarterly organizational newsletters, services and event promotion using Constant Contact.
- Update promotional materials.
- Assist with targeted campaigns to existing and potential supporters.
- Represent organization and participate at key events.
- Create (film and edit) video shorts of our work.
- Assist with marketing the *North Brooklyn Community News/GREENLINE* by courting advertising and locating new distribution sites.

### Position requirements:

- bachelor's degree in English, journalism, communications, or related area
- superior writing skills
- 2–3 years or more of job-related experience in creating and managing copy, content, and messaging
- a basic (or higher) knowledge of Adobe Creative Suite (Ps, Ai, Id).

To apply: applicants should send a cover letter addressing what qualities you have that fit this role, a current resume, and writing samples from a: published site, social media, or messaging related work (professional correspondence), and/or 100 words on an unsung North Brooklyn treasure to [communications@stnicksalliance.org](mailto:communications@stnicksalliance.org). Please place all content in the body of the email as attachments will not be opened.

### Compensation:

- Annual starting salary begins at \$36K — depending on experience and skill level it will be higher
- Benefits include: health and dental insurance, 401K, paid holidays, vacation, etc.

St. Nicks Alliance is an EEOC compliant employer. Visit us at [stnicksalliance.org](http://stnicksalliance.org)