

Full-time Communications Associate

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are seeking a communications associate for 2 Kingsland Avenue, Brooklyn, NY 11211

Who you are:

An enthusiastic, creative collaborator who meets deadlines and has a variety of skills suited to inform the community of our work, services, events, etc. As the 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.

What you'll do:

- Create and manage content for organization's social media (Facebook, Twitter, IG, LinkedIn, BlueSky).
- 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.

What we're looking for:

- 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).

What's in it for you:

- compensation: begins at \$40K annual salary (*compensation will depend on a variety of job-related factors which may include work experience, education, and skill level*)
- competitive benefits package (medical, dental, vision, 401k)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning and development opportunities; access to wellness programs

How 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 publication, social media, or messaging related work (professional correspondence), and/or 100 words on an unsung North Brooklyn treasure to communications@stnicksalliance.org. Please place all content in the body of the email as attachments will not be opened.

St. Nicks Alliance is an EEOC compliant employer. Visit us at stnicksalliance.org