



Job Title	Operations and Communications Manager
PVN ID	HC-1807-002597
Category	Research
Location	HUNTER COLLEGE
Department	School of Urban Public Health
Status	Full Time
Annual Salary	\$40,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Mar 13, 2019 (Or Until Filled)

General Description

The Hunter College New York City Food Policy Center is looking for a full time Operations and Communications Manager. Please submit a cover letter and resume with the job description in the subject title.

General Job Description

The Food Policy Center Operations and Communications Manager will:

- Assist in writing for the Center website, newsletter and other electronic communications: policy briefs, internal communications, reports, proposals, event invitations, meeting follow-ups
- Maintain a presence across all social media platforms: Twitter, Facebook, Instagram, LinkedIn, YouTube.
- Web design and updating using a Wordpress platform – front-and back-end.
- Contribute to Center grants (research for appropriate grants and writing)

Other Duties

- Receive and manage queries from students, collaborators and community partners
- Research and writing pertaining to reports, newsletter and web content, briefs
- Represent the Food Policy Center at meetings, events, conferences
- Draft press / media releases

- Help to plan, implement, and arrange talent for monthly food policy and educational events
- Event support: preparation, supplies, set-up, etc.
- Perform other duties as necessary

Qualifications

- Bachelor's degree in Public Policy, Community Health, Nutrition, Public Health, or related field; Master's degree preferred
- Excellent written and oral communications skills
- Proficient in Microsoft Word, Online research, PowerPoint, Excel, Formstack, and Google suite
- Strong leadership skills, very organized and be detail oriented
- Able to work independently and with a team
- At least two years combined experience in the following:
 - Working with food-based organizations (preferably in New York City)
 - Conducting literature reviews and writing reports
- The ideal candidate will be ready to jump in to assist with any task at hand and will be comfortable in a self-directed work environment- someone with strong writing skills, the ability to multitask

The salary range for this position is \$40-\$50k with benefits.

This position is grant funded until 6/30/19 with the possibility of extended funding.