



Job Title	Communications Associate
PVN ID	JJ-1705-001822
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Criminal Justice
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 19, 2017 (Or Until Filled)

General Description

THE NATIONAL NETWORK FOR SAFE COMMUNITIES AT JOHN JAY COLLEGE (NNSC) seeks a full-time Communications Associate to support the organization's media strategy; assist in the production of written materials; help maintain the National Network's online communications; and facilitate media and public speaking requests. Ideal applicants must have the ability to work under pressure while efficiently handling a wide variety of activities and tasks.

NNSC supports cities to implement and advance proven strategies that reduce violence and improve public safety, minimize arrest and incarceration, strengthen communities, and improve relationships between law enforcement and communities.

Responsibilities

- Assist in the production of articles, memos, op-eds, newsletters and other literature
- Create compelling content for social media and websites
- Review and collect print and web-based news outlets for relevant media
- Create and edit presentations for events
- Support maintenance of an organizational contact database
- Work with National Network programmatic teams and partners to highlight their work in creative ways
- Develop proactive engagement strategies to increase awareness of National Network work
- Manage National Network press requests and inquiries from potential partner cities

Other Duties

Qualifications

Qualifications

We are looking for an entrepreneurial, highly-motivated individual with excellent written and oral communication skills; strong attention to detail; and an ability to independently prioritize and simultaneously handle multiple tasks. Additional requirements include:

- Bachelor's degree
- Excellent written and oral communication skills including confidence, tact, and nuance, critical for correspondence with senior political and law enforcement personnel
- Experience with social media and online publishing platforms
- Strong collaborative skills and the ability to interact with other office staff at all levels in a fast-paced environment, sometimes under pressure
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook