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| <b>Job Title</b>      | Communications Associate       |
| <b>PVN ID</b>         | LE-1711-002198                 |
| <b>Category</b>       | Research                       |
| <b>Location</b>       | LEHMAN COLLEGE                 |
| <b>Department</b>     | The Bronx Institute            |
| <b>Status</b>         | Full Time                      |
| <b>Salary</b>         | Depends on qualifications      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | Mar 02, 2018 (Or Until Filled) |

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## General Description

The mission of The Bronx Institute at Lehman College is to enhance educational opportunity by promoting academic excellence for K-20 students. The vision is to transform the lives of Bronx and other New York City area youth by improving their educational outcomes. Our efforts are focused on closing the achievement gap by increasing high school graduation with college readiness and other academic services to maximize each student's potential.

The Bronx Institute GEAR UP Program is a funded initiative designed to foster academic success. The Institute works collaboratively with Bronx schools, community based organizations, colleges, and other service providers in the planning and delivery of services to (1) foster academic achievement, (2) improve student performance (3) ensure successful high school graduation and admission to college. All program activities target three integral constituencies essential to student success: parents, teachers, and students.

The Communications Coordinator will have primary responsibility for implementing a communications strategy by developing materials and documents that support that strategy. Working under the supervision of Bronx Institute Directors the Communications Coordinator will be responsible for:

- Development of largely student written magazines reaching out to parents and students
- Revising and maintaining existing Bronx Institute websites and developing new ones
- Creating a weekly blog and or digital messages aimed at providing students and parents with useful college access information
- Preparing reports to funders an/or government agencies
- Developing original materials to disseminate information regarding program initiatives
- Working on producing Public Service Announcements directed at the student and parent communities providing college related information
- Creating original documents to communicate with the Bronx Institute community
- Other duties and responsibilities as assigned

## Other Duties

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### **Skills/Competencies:**

- Excellent written and oral communication skills
- Ability to develop proposals, reports, articles, print matter, blogs and/or websites
- A self-starter who is proactive and able to follow through with limited supervision
- Detail-oriented individual who pays fastidious attention to detail and possesses analytical abilities
- Demonstrated ability to plan, organize, carry out and complete assignments in a timely manner
- Able to balance multiple tasks and shift across different priorities as needed.
- Demonstrated ability to work as a member of a team across different tasks and projects.
- Proficient in the effective use of various modes of technology to meet program needs

## Qualifications

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### **Core Qualification:**

- Ideal candidate will have a Master's degree in a field related to communication skills.

Salary: This is a full time position. Salary commensurate with education and experience.