
Job Title	Communications Manager, QUALITYstarsNY
PVN ID	VA-1610-001473
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$60,000.00
Hour(s) a Week	35
Closing Date	Dec 27, 2016 (Or Until Filled)

General Description

The **NY Early Childhood Professional Development Institute (PDI)** is a fast-paced, dynamic public/private partnership that works to ensure that all early childhood practitioners have access to a comprehensive system of professional development. The ideal candidate will be a productive member of our team and will possess a genuine interest in furthering the work of the organization.

The Communications Manager will provide key support in the implementation of PDI's QUALITYstarsNY project. S/he will work closely with all members of QUALITYstarsNY's central office staff to develop communications priorities, create written materials with consistent messaging and branding, and deliver/disseminate materials to a wide range of stakeholders. The manager will represent QUALITYstarsNY at conferences, meetings, and other venues as needed. The Communications Manager will report to the QUALITYstarsNY Project Director and assist in achieving short and long terms goals.

Other Duties

Communications with external audiences:

- Develop and disseminate marketing and educational materials for various audiences and stakeholders about QUALITYstarsNY, such as newsletters, email campaigns, presentations, and printed materials.
- Communicate with participating programs on behalf of QUALITYstarsNY to address issues and concerns, as needed.
- Oversee and manage website content.
- Analyze data related to program engagement to develop short and long term communications strategies.
- Ensure the consistency of branding and messaging across all outward facing communications, such as on social media platforms and in presentations.

- Assist in developing presentations and reports for internal and external audiences.
- Present information about QUALITYstarsNY at conferences, events and webinars.
- Develop and manage targeted advocacy efforts directed towards elected officials
- Coordinate details related to QUALITYstarsNY's presence and participation at conferences and events.
- Coordinate responses to requests for information from the media or research institutions with the Director.

Contributions to System-building Activities:

- Participate in team meetings and strategic planning discussions
- Maintain current policy and procedure manuals for staff and participants.
- Correspond regularly with staff about important operational matters and updates.
- Respond to email inquiries and requests from a variety of channels.
- Use data to inform effective outreach strategies to programs.
- Provide PDI Leadership with regular updates about accomplishments and key data.

Undertake additional assignments at the discretion of the Project Director, Executive Director and Deputy Director.

Qualifications

Minimum requirements for the position:

- Bachelor's degree
- At least 3 years of experience in similar work; early education or child development-related is preferred.
- Experience with writing advocacy-related communications, with the ability to craft concise and compelling messages
- Excellent oral and written communication skills
- Excellent organization and presentation skills
- Project management experience; Working with multiple partners and coordinating projects from start to finish.
- Experience with various social media channels
- Experience working as part of a problem-solving team.
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint) design.
- *Familiarity with design software such as InDesign, Adobe Illustrator or Photoshop is preferred*
- *Bilingual in Spanish is preferred.*

In addition to meeting the minimum requirements, the Communications Manager position also calls for someone who possesses the following qualities:

- Genuine interest in understanding and analyzing data analysis to inform decisions and strategies

- Good listener, flexible thinker, team player
- Flexibility and enthusiasm for multi-tasking
- A sense of humor

Please submit your cover letter, resume and 3 brief (1-2 pages) original writing samples exemplifying your communications aptitude. Your writing samples should include at least one advocacy-related communication. Other samples include a newsletter, memo, social media post, email campaign, letter, etc.

Application deadline: ASAP—The position will remain open until the position is filled.

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