

Job Title	Communications Analyst
PVN ID	VB-1904-003031
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Mar 26, 2021 (Or Until Filled)

General Description

Overview

The Institute for State and Local Governance (ISLG) is an institute within the City University of New York. The Institute's mission is to assist current and future leaders in government, non-profit organizations and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training to improve the financing, delivery and measurement of critical public services. The Institute's director, Michael Jacobson, previously served as NYC's Probation and Correction Commissioner and president of the Vera Institute of Justice.

The Institute is recruiting a Communication Analyst to assist in ISLG's communications work across the Institute's various projects. This is an excellent opportunity for individuals who are eager for deeper understanding of communications-related work and government policymaking in New York City and beyond in a number of areas including criminal justice, infrastructure and transportation, government operations and finance. ISLG currently works in more than 45 cities on a variety of projects, including consulting and providing data oversight on the MacArthur Safety and Justice Challenge, studying the impact of fines and fees in the criminal justice system, building empirical indicator systems that measure and track inequality at the city level, performing in-depth government agency analyses that can lead to greater efficiencies and budget savings, providing oversight and grants management on the Criminal Justice Investment Initiative for the Manhattan District Attorney's Office, as well other projects. For a complete list and more information about ISLG, please visit www.islg.cuny.edu.

Position Description

Reporting to the Chief Administrative Officer and working closely with project directors the Communications Analyst will work on a range of tasks, which *may* include but are not limited to:

- Providing hands-on daily maintenance of ISLG's Facebook, Twitter, and LinkedIn accounts, including

content development

- Monitoring local, state, and national news and social conversation to inform social content and to draft responsive social media messages
- Reviewing, monitoring, collecting, and reporting analytics data for social media accounts
- Editing and updating content for ISLG's website or sites it manages (including cjii.org and equalityindicators.org)
- Assist in planning, writing, and managing email communications with subscribers
- Collaborating with other staff on new ideas, approaches, and tools for communicating with ISLG's audience
- Other tasks as needed to support ISLG's work.

Other Duties

Qualifications

- Bachelor's degree and at least 2 years of demonstrated professional experience in communications, public relations, public affairs, marketing, and/or digital and social media preferred
- Knowledge and understanding of available social media tools and platforms
- Familiarity with the following programs:
 - WordPress
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe InDesign
- The ability to understand and adopt ISLG's "voice" (conversational tone, informed about the issues but able to talk about them in accessible way to others who may not know much about the topic but are interested)
- Knowledge of NYC's social service, criminal justice, and/or related system landscape is a plus
- Excellent time management skills and experience working in deadline-driven environments
- Ability to prioritize and work on a number of tasks simultaneously
- An exceptional commitment to accuracy and attention to detail
- Exceptional interpersonal skills, discretion, and judgment
- Excellent writing skills

How to Apply

To apply for please visit the Research Foundation "Careers" page. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions about the position can be addressed to info@islg.cuny.edu.

Application review will commence immediately and continue until the position is filled.

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