

Job Title	Communications Associate
PVN ID	VB-2402-006110
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Govern
Status	Full Time
Annual Salary	\$65,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	May 01, 2024 (Or Until Filled)

General Description

We are hiring a Communications Associate to join CUNY ISLG's growing communications department. The Communications Associate will play a critical role in helping the Institute grow and refine its communications practices and protocols, working with the Senior Communications Associate to manage a range of content releases, run our social media channels, oversee our blog, develop communications resources for the organization, and run point on other internal and external communications efforts.

This is an excellent opportunity for an entrepreneurial- and civic-minded, early-career communications professional interested in growing and applying communications skills in a public policy setting, and for a range of audiences that include government officials, community providers, funders, researchers, and the general public. This is also an excellent opportunity to develop an understanding of government policymaking in New York City and nationally, in a number of areas including criminal legal reform, racial equity, infrastructure, government operations, and finance.

The Communications Associate will report to the Senior Communications Associate and will closely work with them as well as project staff and other colleagues across the organization on a range of tasks. These tasks fall under four general buckets, and may include:

- **Editorial & Content Development + Design**

- Guiding the editorial development—including outlining, editing, and proofing—of long-form products (i.e., reports, briefs) written by research and policy staff, to ensure they adhere to organizational standards, are cohesive, and are audience-appropriate
- Drafting/editing supplementary products (i.e., blogs, fact sheets, e-blasts) that highlight the impact of our projects and organization overall
- Flowing copy into branded templates (i.e., on InDesign)
- Editing and updating content for [CUNY ISLG's website](#) or sites it manages, aligning the website with changing context, needs, and trends in the field

- **Social Media**

- Developing and posting regular content to CUNY ISLG's Twitter/X, LinkedIn, and Facebook

accounts, including the creation of graphics (i.e., on Canva) as needed

- Monitoring and reporting analytics data on said accounts

- **Dissemination & Publicity**

- Assisting in the external release planning for CUNY ISLG products, including
 - Crafting talking points and outreach that supports a project's earned media strategy
 - Drafting/editing press releases and op-eds
 - Supporting sourcing outlets and reporters
- **Growing Communications Capacity**
 - Collaborating with project staff on new ideas, approaches, and tools for communicating with CUNY ISLG's audiences
 - Helping develop organization-wide communications resources and protocols

This position is hybrid and based in New York City. CUNY ISLG staff work out of the Midtown office two days a week of their choosing; the Communications Associate would overlap at least one in-office day with the Senior Communications Associate.

Other Duties

Qualifications

We would love to hear from you if:

- You have a BA or higher (or equivalent experience) and 2-6 years of demonstrated professional experience in communications, journalism, public relations, copywriting/marketing, and/or social media
- You have excellent writing skills, including experience drafting original content as well as constructively editing the work of colleagues
- You are familiar with:
 - Content management systems, such as Squarespace and/or WordPress
 - Design tools (e.g., Adobe InDesign and Canva)
 - Major social platforms
- You can get up to speed with and quickly adopt CUNY ISLG's "voice"
- You have knowledge of NYC's social service, criminal, legal, and/or related system landscape (not a requirement but a plus)
- You have excellent time management skills and experience working in deadline-driven environments
- You can prioritize and work on a number of tasks simultaneously
- You have an exceptional commitment to accuracy and attention to detail

How to Apply

To apply, please submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to info@islg.cuny.edu.