

Communications Coordinator

Part Time

Description

Newtown Creek Alliance (NCA) is hiring a part-time communications coordinator to develop and manage NCA's communications content and platforms, including messaging relating to the organization's programming, engagement opportunities for the surrounding communities, and educational information about the Creek itself. The Coordinator will work closely with the Executive Director to manage our websites, email blasts, social media accounts and graphic design needs.

Program Purpose

One of NCA's key missions is to Reveal Newtown Creek. This includes informing and engaging the public with the storied natural and industrial histories, current issues with contamination and lack of access, and potential for restoring and reclaiming our waterway for the benefit of the wildlife and communities that live, study and work on and near the Creek. It is critical that we effectively communicate with our networks about our varied programming and how it benefits both waterway and watershed.

Responsibilities

- Compose and send regular email updates to the NCA network (via Mailchimp).
- Manage social media accounts for NCA and project specific accounts, including @kingslandwildflowers and @dutchkillsloop
- Work alongside the Executive Director and NCA staff to coordinate and expand communications strategy and outreach.
- Oversee graphic design of program materials, event fliers and other organizational design needs.
- Manage and organize NCA's digital media assets (flickr, google drive).
- Assist with maintenance, organization and digitization of physical media assets (located at our Greenpoint office).
- Participate in monthly communications meetings with all Kingsland Wildflowers partners.
- Actively engage with the larger NCA family; personal and professional growth is encouraged as is the development of new initiatives that will further our work.
- Meet with NCA staff as needed, once monthly at a minimum, to reflect on the program and your personal work and identify opportunities for improvement.

Qualifications

- Highly organized and motivated, with experience in writing, communication and social media.
- Experience with a variety of communications and design platforms, including: Wordpress; MailChimp; Google Suite; Adobe Suite; Flickr; Instagram; Facebook; Twitter; Airtable.
- Self-driven with the ability to work well with others in a small organization.
- Familiarity with NCA's work and mission; knowledge of Environmental Justice issues; and passion for creating environmental improvements.
- Fluency in Spanish, Polish, or other major NYC languages is a plus.

Compensation and Schedule

- \$25/hour
- 10 hours/week, with the option to expand based on performance and funding.
- The schedule is flexible and will be agreed upon with your input after hiring.



- Opportunities to participate in additional programs, professional development, projects, and events based on interest.
- Required training in late April 2021.
- The work can be performed remotely, with options to work from our offices at Kingsland Wildflowers in Greenpoint, Brooklyn.

To Apply

Submit a cover letter, and resume with at least two references to info@newtowncreekalliance.org

Applications will be reviewed on a rolling basis; early applications are encouraged. The deadline to apply is Saturday April 10th, 2021 (11:59pm).