

Communications & Event Associate Position Summary

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| <u>ORGANIZATION:</u> | YWCA of Queens |
| <u>POSITION:</u> | Communications and Event Associate |
| <u>LOCATION:</u> | Flushing, New York |

Founded in 1978, the YWCA of Queens is a leading nonprofit recognized for providing innovative and measureable improvements for individuals and families in Queens.

Under the broader mission of eliminating racism and empowering women, our focus is to empower the community through educational opportunities and skills attainment in our main program areas: Pre-HSE and HSE, Adult Literacy, Women to Work, Afterschool, and arts and culture programs. With 2 sites in Flushing and Jamaica, Queens the majority of our students and members are immigrants who need culturally accommodating and language appropriate services.

EXPECTATIONS:

Reporting to the Executive Director, the associate will support the senior management of the YWCA of Queens in fundraising activities and will be involved in a range of administrative and external facing activities including communications, event planning, and other projects as needed.

The Communications & Event Associate position is a fast-paced job that requires strong communication skills, organization, and attention to detail. We are looking for an intelligent, creative, and committed professional who is passionate about the YWCA's mission and the work that we do. The ideal candidate is responsible, can fulfill project goals as well as minor tasks, doesn't just get things done but finds ways to make it better, has facility with data and program outcomes, has great attention to detail, and knows how to handle a variety of different work styles and processes.

This is an entry-level Full time position with room to grow and provides the chance to take on new, creative projects and initiatives.

Essential Responsibilities:

- Maintain and grow new relationships with ethnic and mainstream media; write press releases and distribute to media; attend press conferences and generate summaries and quotes.
- Publish photography, video, and news to social media and organization website; build social media base.
- Work with Manager of Community Development to plan content and design for quarterly newsletter, annual appeal, and journal; assist with distribution of digital newsletters and media announcements.
- Assist in planning and implementation of special events and member based programming, such as the New York Music Competition, networking events and Gala.
- Under the Executive Director's guidance, assist with the planning and implementation of the annual gala including outreach, designing annual journal, developing signage.
- Perform other duties and projects as assigned by the Executive Director or Manager of Community Development.

Qualifications:

- A bachelor's degree in communications, public relations, journalism or related field required.
- 1-2 years of experience in communications or similar field (internship experience included), preferably in a not-for-profit organization.
- Strong computer skills, especially Microsoft Office and social media platforms such as Facebook and Instagram. Knowledge of Adobe applications a plus.
- Exceptional communications skills required. Must be able to build relationships with stakeholders and communicate the YWCA's mission and activities in a clear, compelling manner.
- Ability to work independently, make decisions, and meet deadlines. Strong organization skills and exceptional attention to detail.
- Bilingual in Korean very strong plus as Associate will have contact with Korean speaking media on a regular basis.

Women, people of color, and other underrepresented minorities are strongly encouraged to apply. The YWCA of Queens is an equal employment opportunity employer and does not discriminate based on age, citizenship, physical or mental disability, ethnicity, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. The YWCA of Queens is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988.

If interested in this position, please send a cover letter, resume, and a writing sample to executive@ywcaqueens.org.