



COMMUNICATIONS ASSOCIATE

GET TO KNOW HUNGER SOLUTIONS:

Hunger Solutions New York, Inc., incorporated in 1989 and based in Albany, is a statewide nonprofit organization that strives to alleviate hunger in New York by promoting awareness of hunger, public policies that contribute to ending hunger, and participation in federal nutrition assistance programs such as SNAP, WIC, the Summer Food Service Program, the School Breakfast Program, and the Child and Adult Care Food Program.

SUMMARY OF POSITION:

The Communications Associate will assist the Communications Team with multiple communications projects and education campaigns, as well as other advertising, marketing and outreach for statewide and local use. The position will work collaboratively across the organization to provide assistance to program staff in support of their anti-hunger work by editing and producing high-quality communication tools and resources to assist with outreach, education, and technical assistance. Key responsibilities will include:

- Edit/update existing materials with revised content and current design needs.
- Develop artwork, photos, graphics, and videos as directed.
- Develop email newsletters for review and approval using Salsa.
- Update website with content, images, functionality as directed.
- Create/edit Powerpoint presentations for staff.
- Help maintain organization's email list-servs.
- Develop content for organization's social media channels, post approved content on pages with frequency.
- Assist with other outreach, design, advertising, and content development projects as requested.
- Maintain reports on communication deliverables; complete monthly report and process invoices as directed.
- Organize files and maintain scrupulous accuracy on document versions.
- Work seamlessly with staff to assess project goals, needs and deadlines.

QUALIFICATIONS:

The position necessitates a basic understanding of the role of federal nutrition programs in alleviating hunger, and the professionalism required to promote the programs to the satisfaction of our government and private funders. It is imperative that the candidate be able to meet deadlines, manage multiple projects, work with colleagues with ease, focus on details and strive for excellence. Candidates will ideally have familiarity with some of the software needed to be successful in this role including Adobe Suite, Microsoft Suite, Google Suite, SalsaLabs, WordPress, Google Analytics, and social media channels (training will be provided). It is preferred that the applicant have at least two years experience and an Associates Degree in a related field, or commensurate professional experience. During the interview process



Hunger Solutions New York will be asking for writing samples and work samples completed in the design programs listed above.

CULTURE:

Hunger Solutions New York is an Equal Opportunity Employer dedicated to creating a culture that is rewarding to employees and provides each team member with the ability to continually grow and learn. Hunger Solutions New York is a champion of and promotes diversity, equity and inclusion among all stakeholders. Hunger Solutions New York recognizes the need for work/life balance and provides a flexible working environment for all employees. Office culture is casual and professional.

COMPENSATION & BENEFITS:

Hunger Solutions New York is committed to its employees and thusly provides a competitive compensation package. Salary will be commensurate with experience, but is expected to be \$40K. Hunger Solutions New York offers fully paid benefit premiums including health, dental, life, short and long term disability, and a retirement plan that offers a 5% match (different vesting periods apply to each benefit and will be discussed as part of the interview process). A Health Reimbursement Account (HRA) may be available depending upon the health insurance package chosen. Additionally, Hunger Solutions New York offers a generous amount of vacation, sick and holiday time off to each employee.

To be considered for this position, please email your cover letter and resume to Jobs@HungerSolutionsNY.org. Please include “Communications Associate” in the subject line of your email.