

LITERACY PARTNERS

Development and Communications Associate

Literacy Partners strengthens families through a two-generation approach to education. With our free classes, low-income parents in New York City – many of them immigrants - develop the literacy and language skills they need to succeed in today's world. Our research-based curriculum also incorporates child development and parenting support to help parents boost their children's early reading school readiness and social-emotional growth.

We provide classes across the city in partnership with early childhood education programs. The intensive classes help parents improve their English skills or prepare for the high school equivalency exam (formerly known as GED). Each participating parent receives a home library with books for each of their children along with coaching and support from their teachers to make reading with their children a regular habit. Thus, our program directly addresses the most important predictors of children's reading proficiency and academic success: the literacy and language skills of the parent, the frequency of parent-child reading, and the number of books in the home. In order to expand our reach we are in the beginning stages of a media project.

We are looking for an exceptional individual to join our diverse, social-justice-oriented team of staff, interns, and volunteers as the Development and Communications Associate.

Reporting to the Senior Manager for Development and Communications and working closely with the Director of Development and Communications, the Development and Communications Associate will support efforts to build our financial base of support and communicate our mission across platforms and in creative ways.

Goals of the Position

- Manage data entry, data clean up, reporting and querying to maintain Raiser's Edge;
- Project manage several annual development mailings, acknowledgment letters, and mailing lists;
- Manage HootSuite and our social media platforms (Twitter, Facebook and Instagram) with support from the Senior Manager updating regularly with engaging content;
- Assist with special events revenue tracking and reporting utilizing financial tracking tools;
- Participate in Development and Communications weekly team meetings and assist in developing overall fundraising and communications strategy;
- Special projects and assignments as needed.

Qualifications and requirements

- 2 years of Development and/or Communications experience;
- 1-2 years of Raiser's Edge experience – particularly with gift entry and reporting;
- Project management experience;

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- Demonstrated passion for the Literacy Partners mission;
- Strong ability to collaborate, work successfully in a team and in a shared work space;
- Strong written and verbal skills;
- Ability to work independently and to take initiative in projects;
- Availability to work some nights and weekends as needed for events.

Plus:

- Great sense of humor;
- Social media experience preferred;
- Special events experience preferred.

Based in New York City, the salary for this position is \$50,000. We offer a generous benefits package, 4 weeks vacation in addition to sick and personal days, and opportunities for professional development and advancement. Please email your resume and cover letter to jobs@literacypartners.org with “Attn: Development and Communications Associate” in the subject line by no later than July 6.

Literacy Partners is committed to diversity and is a proud Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees.