

# UNION SETTLEMENT

## JOB ANNOUNCEMENT

Union Settlement is an on-the-ground resource for East Harlem residents of all ages and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness, and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Manager, Special Events & Communications  
**Department:** Development & Communications  
**Reports To:** Director of Development & Communications  
**Hours:** Full-Time  
**Salary:** \$52,500  
**FLSA:** Non-Exempt

### **Position Overview:**

We are currently seeking a dynamic and resourceful Manager, Special Events & Communications to join our team. Their responsibilities will be twofold: to help execute all digital and print communications, and plan special events including two major events, Fall Reception and the Spring Benefit. The ideal candidate is a talented communicator who is resourceful, tech-savvy, detail-oriented, deadline driven and flexible.

### **Responsibilities:**

#### Social Media & Communications Coordination

- Manage all printed communications initiatives, including newsletters, annual report, brochures, and direct mail appeals.
- Create all content for digital engagement, including all social media.
- Assist in the management of the agency's website, including writing new content and ensuring content is updated (Wordpress).
- Create and manage production schedules for print and digital projects.
- Assist in procuring proposals from designers, printers and other outside vendors.
- Manage the email marketing platform (MailChimp).
- Compile statistics, analysis and reports on the performance of online campaigns including email, social and website components.
- Monitor and manage agency "info" email box responding and forwarding to inquiries
- Help coordinate the Associate Board of Directors.

- Assist with public and media relations.
- Assist Director of Development and Communications in other duties as assigned.
- Collaborate with programs to produce flyers and marketing materials.

#### Special Event Planning & Management

- Assist in planning and execution of special fundraising events, particularly the annual Spring Benefit and Fall Reception.
- Source and coordinate with vendors, venues and designers related to events.
- Create and manage all visual displays and marketing for events.
- Manage and track silent auction, raffle, event ads.
- Produce event collateral materials and signage, both with external designers and in-house.
- Implement event technology, including for possible virtual or “hybrid” events.

#### **Qualifications:**

- B.A. or B.S. with one or more years of demonstrated experience in communications, fundraising or a related field.
- Strong marketing communications skills across digital, social and traditional media.
- The ability to work in WordPress, Adobe Suite, and Canva are strongly preferred.
- A keen attention to detail and ability to prioritize competing demands/deadlines.
- Team player with sense of humor and flexibility.
- A strong desire to help improve the lives of the residents of the East Harlem community.

#### **To Apply:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&ccId=19000101\\_000001&jobId=402063&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&ccId=19000101_000001&jobId=402063&source=CC2&lang=en_US)

Please include a cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**