



Position: **Communications Associate**
Reports to: Director of Communications

The City University of New York (CUNY), in partnership with the Mayor's Office of Immigrant Affairs (MOIA) is hiring a Communications Associate. This position will be based at MOIA's office. MOIA promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading ActionNYC, a program providing immigration legal services for every immigrant New Yorker, as well as a number of other initiatives to expand access to justice for immigrant communities. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigration reform.

RESPONSIBILITIES: The Communications Associate will join a robust team in a fast-paced work environment. The responsibilities include, but are not limited to:

- Work closely with Communications Director to develop, coordinate and track proactive media strategies for agency initiatives and programs, major announcements and events;
- Independently draft, edit, and finalize press materials, op-eds, statements and other communications materials to ensure they are readable, timely, and newsworthy;
- Maintain MOIA and key program websites and newsletters, such as ActionNYC;
- Staff MOIA Commissioner and Executive Team in interviews and events to ensure accuracy of information and delivery of key messages as well as appropriate agency tone;
- Target press outreach to specific audiences and directly work with community and ethnic media;
- Assist in the creation and management of marketing materials and campaigns;
- Under the guidance of the Communications Director, develop and research proactive press pitches and refine news hooks to promote the Agency's work; and
- Represent the agency in dealings with City Hall's Press Office and other agencies, organizations, elected officials regarding press strategy coordinating messaging, quotes, releases, advisories and events.

SKILLS AND QUALIFICATIONS

The preferred candidate must have excellent analytical, writing and interpersonal skills, along with strong communication and organizational skills, and a track record of effectively handling multiple priorities. The candidate should demonstrate an ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team. Communications experience is important. Knowledge of City government is an asset. Multilingual valued.

Skills required include:

- Bachelor's degree in related field from a 4-year college or equivalent job experience;
- Keen ability to prioritize and handle multiple assignments in a high intensity environment;

- Ability to work with all levels of staff, inside and outside the agency;
- Ability to work independently and exercise high degree of initiative to accomplish tasks and solve problems;
- Ability to prioritize and follow up while meeting deadlines;
- Attention to detail; and
- Excellent writing, communication, and interpersonal skills.

SALARY: \$31,000.00 - \$51,000.00

TO APPLY: Please submit a one-page cover letter, resume, and 3 references to CUNY [here](#). Applications will be considered on a rolling basis immediately and until the position is filled.

The Research Foundation of the City University of New York is an Equal Opportunity Employer.