

Announcement of Vacancy: Communications Associate

The Professional Staff Congress, AFT Local 2334, is a progressive, activist union representing 30,000 faculty and staff at the City University of New York and the CUNY Research Foundation. The PSC provides a collaborative, supportive environment to drive progressive change in the context of the nation's largest urban public university. The PSC is seeking to hire an enthusiastic Communications Associate to support the union's strategic communications.

EXEMPT/NON-EXEMPT: Exempt, Unionized, Professional Bargaining Unit

FULL TIME/PART TIME: Full Time

REPORTS TO: Director of Communications

Summary of Responsibilities:

- Update and maintain website content.
- Administer social media accounts and generate social media content.
- Coordinate communications materials.
- Manage bulk emails, subscriptions and google groups.
- Develop and administer communications metrics tracking, reporting and workflow.
- Staff press conferences and other public-facing events.
- Collaborate in the writing of internal and external communications.
- Administer discrete union programs and communicate with members.

Qualifications:

- Strong written, spoken, and digital communication skills; excellent organizational skills
- Demonstrated experience producing social media content and expanding impact.
- Demonstrated commitment to progressive trade unionism and social justice.
- Confidence and initiative to work independently, while balancing multiple time-sensitive responsibilities
- Video production and editing skills, or interest in learning them would be a plus.

Education & Other Requirements:

- Bachelor's degree in communications, journalism, English or related field and/or equivalent experience

Compensation and benefits:

For this role, PSC/CUNY offers a competitive salary package of \$65,000-\$85,000, depending on experience, with excellent benefits, including family medical and dental coverage, a pension and generous paid time off.

The PSC supports justice and equity for all people facing oppression and exclusion. We particularly encourage women and people of color to apply for this position.

Schedule: Hybrid

How to apply:

Position is open until filled.

To be considered in the first review of applicants apply by April 12, 2024

Send cover letter, resume and writing sample to: Denise Poché-Jetter, Director of Human Resources and Operations, dpjetter@pscmail.org