

JOB DESCRIPTION

JOB TITLE	DEPARTMENT
Associate Communications Officer	Communications

REPORTING TO	NUMBER OF DIRECT STAFF
Communications Director	None

HOURS & DAYS PER WEEK	TRAVEL REQUIREMENTS
Monday to Friday 9 a.m. - 5 p.m. (in office)	Occasional travel required

SALARY RANGE (ESTIMATED)	BENEFITS
\$70,000 to \$85,000 per year	Competitive benefits package

POSITION OBJECTIVE

The Associate Communications Officer provides a vital link between the Foundation and its grants.

The Officer will work closely with the Communications Officers in SNF's New York office to develop and implement communications plans for SNF's grants around the world.

Specifically, the Officer will work on international grants and initiatives from initiation through planning and implementation to make connections with grantees' work and communicate impact while maintaining alignment with SNF's overall strategic direction to build understanding for the Foundation's mission and scope.

This role is deeply collaborative and requires interacting with teams across the Foundation and across time zones.

KEY RESPONSIBILITIES

- Assist with the development and execution of communications plans for SNF's international grants, including overall planning and rollout of key initiatives
- Contribute to the implementation of social media strategy in collaboration with the Digital Strategist Communications Officer
- Collaborate with Program Officers to guide internal presentations and external storytelling
- Collaborate with grantee-partners to communicate grant announcements and milestones, including through press releases, annual reports, and other institutional publications, and coordinate related content for SNF's platforms
- Collaborate with external media partners to ensure timely release of content across channels
- Prepare daily and weekly media reports
- Respond to general inquiries
- Provide event coverage or office support for key events, including on occasional evenings and weekends
- Perform additional duties and responsibilities as needed

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required
- 1-3 years related experience (including internship experience) in communications, public relations, marketing, or another related field
- Knowledge of major social media platforms and best practices

QUALIFICATIONS AND SKILLS

- Excellent oral and written communication skills
- Strong analytical skills
- Creative and strategic approach to communications
- Attention to detail
- Ability to set and meet deadlines and accommodate shifting priorities

COMPETENCIES AND PERSONAL TRAITS

- Interest in the Foundation's mission, the work of nonprofits, and the philanthropy sector
- Strong personal integrity
- Ability to work collaboratively
- Ability to multitask and balance time-sensitive requests
- Professional and diplomatic interpersonal skills

Application instructions: Please send your resume and a brief writing sample of your choosing in PDF form to SNFHR@snf.org, with the subject line "SNF NY, Associate Communications Officer."

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

By sending your resume to SNFHR@snf.org, you consent to the collection and use of your personal data in accordance with the terms and conditions of the Stavros Niarchos Foundation (SNF). Please read the terms and conditions, [here](#).

SNF is an equal opportunity employer. SNF is committed to providing equal opportunity to all its employees and applicants for employment and complies with all applicable employment laws. It is the policy of SNF to recruit, hire, train and promote employees and to administer all other personnel in accordance with their qualifications, without regard to their race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, sexual and reproductive health decisions or decision making (of employees or their dependents), disability, marital status, familial status, domestic partnership status, caregiver status, genetic information or predisposing genetic characteristics, military status, domestic violence, sexual violence, or stalking victim status, pre-employment arrest record, or any other classification protected by law.