



Communications Specialist

Job Description

The Position

We seek a communications specialist to remotely manage and implement both public and internal messaging. This opportunity is a consultant position, reporting to the Park Director and Board Chair. Marine Park Alliance acts as a voice for the park and its programs in many ways. Responsibilities include, but are not limited to, the following tasks:

Public Communications

- Consistently attend to social media platforms (Facebook, Twitter, Instagram, LinkedIn, and YouTube)
- Create graphics with attention to branding
- Respond to organizational partners such as park user groups, funders and offices of elected officials
- Contact media outlets and reporters
- Manage public email accounts
- Maintain website: marineparkalliance.org

Internal Communications

- Attend and memorialize committee meetings
- Manage volunteer registration and follow up with volunteers
- Help write and manage grants as well as individual giving campaigns
- Assist board members with technology and communications

Requirements

- Excellent communications skills
- Facility with social media management and technology
- A love of NYC and Parks
- Previous experience with nonprofits preferred

The Organization

Marine Park Alliance is a nonprofit that cares for the largest park in Brooklyn. The organization focuses on three goals: stewardship of Marine Park, advocacy, and cultural programming to serve southern Brooklyn.

Hours & Compensation 6-10 hours/week to start \$20-30/hr depending on experience

To Apply

Email cover letter, resume, two writing samples, and two social media posts to reachus@marineparkalliance.org. Applications will be accepted until the position is filled. For more information about the park and the Alliance, please visit www.marineparkalliance.org.

3000 Fillmore Avenue, Brooklyn, NY 11234

reachus@marineparkalliance.org | marineparkalliance.org