03/08/2021

The Greek Orthodox Ladies Philoptochos Society, Inc.

PHILOPTOCHOS

Invites applications for the position of: Marketing & Communications Associate
The National Philoptochos Marketing & Communications Associate is responsible for managing the day-to-day public relations and marketing activities for the Society. The candidate for this role will have excellent organization, time management, and communication skills. This is a New York City based position. The Marketing & Communications Associate reports to the Director and works under the supervision of the Director, President, and the Chair of the Public Relations/Communications Committee.

The successful applicant must demonstrate a thorough knowledge and understanding of the Society’s mission and work, as well as the Orthodox Christian faith, culture. Knowledge of the Greek language is preferred but not required.

The successful candidate will have the following skills:

- Ability to lead and motivate a team
- Strong written and communication skills
- A working knowledge of software and database programs, particularly Microsoft Office
- Highly organized
- Ability to multi-task

In addition, the individual must demonstrate an understanding of the Society's ethos, mission, goals, and programs. A bachelor's degree or higher is required. Prior work experience at a non-profit organization is a plus.

Key Responsibilities:

Assists Director in implementing a comprehensive marketing plan including content creation, social media, communications/publications, and video production

Manages daily administrative tasks for the PR/Communications team

Supports overall storytelling content. Liaison between committees and with external partners to gather content. ((Traveling may be required)

Assists communications team to write, proofread and edit content across different mediums (social media, email, newsletter, website)

Manages Philoptochos' photo database

Supports website updates and scheduling social media content

Develops marketing materials such as fundraising collateral, decks, signage, and branding materials; ensures brand guidelines are followed

Conducts market research to identify new brand building and revenue generating opportunities

Supports Philoptochos' event production and management

Fields incoming media inquiries

Develops and sustains productive cross-functional relationships

Supports the PR/Communications team and other teams as needed.

Skills Knowledge and Expertise:

A bachelor’s degree or equivalent work experience

1-2 years’ work experience in a supporting role, ideally in a marketing and communications capacity.

Excellent time management, organization, problem solving and research skills with a strong attention to detail.

Exceptional communications and interpersonal skills.

Editorial/writing experience (copywriting for publications, social media, newsletter, and website content)

Basic graphic design skills including working in Canva and Photoshop

Experience with trends and basic practices of social media

Knowledge of the following platforms: Facebook, Instagram, Twitter, WordPress, Mailchimp, Google Suite, and LinkedIn

Flexibility and adaptability

Ability to work both independently and within a team

Positive attitude, show concerns for people and community, and demonstrate self-confidence, common sense, and excellent listening skills

This position is a full-time salaried position, which includes health benefits and PTO, to start immediately.

Salary is commensurate with experience.

Applications will be accepted until August 20, 2021

Please send Resume and accompanying documents to:

goarch.org


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