

Communications and Public Affairs Associate

Overview:

Hunger Solutions New York, incorporated in 1989, is a statewide nonprofit organization that strives to alleviate hunger in New York State by promoting awareness of hunger, public policies that contribute to ending hunger, and participation in federal nutrition assistance programs, such as SNAP, WIC, the Summer Food Service Program, the School Breakfast Program, and the Child and Adult Care Food Program.

Hunger Solutions New York administers the Nutrition Outreach and Education Program (NOEP), a statewide SNAP outreach, education, and application assistance network; SNAP Help Long Island, a targeted SNAP outreach project; WIC Help New York, a WIC outreach and referral network; and the Child and Adult Care Food Program Outreach Project. As a state and nationally recognized leader on the issue of hunger, Hunger Solutions New York works collaboratively with a variety of state, regional, and national partners to improve policies and programs that contribute to alleviating hunger.

Location:

This position will be based in Albany at the Hunger Solutions New York, Inc.'s Offices.

Position Overview:

The Communications and Public Affairs Associate will provide administrative and program support to the Director of Communications and Public Affairs, and the members of the Communications and Public Affairs team.

Knowledge, Skills, and Abilities:

The ideal candidate will demonstrate an ability to manage a varied and time-sensitive portfolio of work, and will bring initiative and discipline to the position. This position requires a mature and professional demeanor, ability to work independently and as part of a team, and demonstrated success with accomplishing assigned tasks. Candidates should demonstrate a strong ability to focus on details, make sound judgements, and remain organized. Flexibility is essential as is the ability to manage multiple projects and deadlines.

Technical skills must include strong computer skills, ability to use Microsoft Office programs such as Outlook, Excel, PowerPoint and Word. Ability to utilize online programs such as SurveyMonkey, MailChimp and Google strongly preferred. Position will also require basic backend use of social media channels and website.

Job Responsibilities:

- Support team by keeping track of necessary paper and digital files, forms, and internal documents and resources
- Develop and maintain expertise over our current email communications program (MailChimp) by updating mailing lists, provide regular maintenance, and troubleshoot when necessary; send email communications in close coordination with staff
- Maintain database of public affairs partnerships, contacts, and relevant activities
- Regularly update contact lists for state and federal elected officials
- Develop and disseminate communications with networks and partners as needed, including invitations to webinars, events, and other tasks as needed
- Assist in the planning and execution of webinars, including setting up invitations, managing registrants, running event, and maintaining recording and other relevant files
- Assist staff in developing PowerPoint presentations
- Assist in setting up logistics of conference calls, meetings, and trainings for director and staff
- Provide administrative support for travel arrangements, lobby reporting tracking, and finance and expense filings
- Organize and track development of outreach and educational materials, ensure publications are up-to-date and stored properly
- Assist team with preparing for exhibit tables and other conferences by securing reservations, maintaining updated inventory of all outreach, education, and advocacy materials; gather as needed
- Support Director with compiling content for organizational monthly, quarterly, and annual grant reports
- Update and maintain sections of Hunger Solutions New York website, as requested
- Provide basic support for social media efforts, post content, manage ad campaigns, etc.

Reports to: Director of Communications and Public Affairs

Minimum Qualifications:

- Must be committed to our mission
- Must possess at least two (2) years of professional experience in organizational communications.
- Bachelor's degree required.

Compensation Package:

Salary of mid-\$30K, commensurate with experience plus fully paid benefits premiums, including health, dental, life, short and long-term disability, all starting the month immediately following date of hire (except for dental which is third month after date of hire), organizational contribution to a Health Reimbursement Account (HRA) depending upon health insurance chosen, retirement plan that is

matched by the organization (available after 6 months of employment). Other options available.
Casual, professional, flexible work environment.

To be considered for this position, please email your cover letter and resume to Jobs@HungerSolutionsNY.org. Please include "Communications and Public Affairs Associate" in the subject of your email.

Hunger Solutions New York is an Equal Opportunity Employer.
Please visit www.HungerSolutionsNY.org to learn more about the organization.