

EMPLOYMENT ANNOUNCEMENT

Organization: Design Trust for Public Space
Posted: December 17, 2013
Job Title: Communications & Events Associate
Reports To: Deputy Director and Development Director
Location: New York City
Deadline to Apply: January 31, 2014

Position Summary

The Design Trust for Public Space seeks a highly motivated full-time Communications & Events Associate to lead all communications, outreach, and event production.

As the Design Trust approaches its 20th anniversary, the Associate will play a key role with the Executive Director and the Deputy Director, in developing and implementing an effective communications, media and outreach strategy that raises awareness of the organization, its projects, programs and policy recommendations. S/he must share our passion about public space and our mission. The Associate, in coordination with Design Trust staff and Board, will also be responsible for planning and organizing events and programming for media, supporters and the public, including the Annual Benefit.

Responsibilities include:

Communications and Media Strategy - Working with the Executive Director and the Deputy Director, develop and implement an effective communications, media and outreach strategy, including media briefings, talking points about Design Trust, its projects and programs, and project launches, identification of new opportunities and cultivation of media outlets.

Media and Public Relations - Serving as liaison to media, project partners and policy makers, including developing and maintaining media contacts, outreach to key media outlets, arranging briefings with media for Executive Director, Board and staff, and serving as press liaison at events. Support public programming (e.g., workshops, panel discussions) including hiring and recruiting volunteer and internship assistance, as needed. Manage all social media—Facebook, Twitter, Instagram, blog, and e-newsletter.

Press releases and communications materials - Preparing and distributing communications materials about organizational activities and updates to target audiences, including messaging through print and online materials for Design Trust; tracking press coverage and a press clippings archive; and maintaining a database of communication vendors (printers, video, production houses, agencies, designers).

Website Content Production – Responsible for content production for the Design Trust website, including photographic documentation of Design Trust activities. Working closely with the Deputy Director for consistent brand identity, ensuring timely dissemination of information on Design Trust activities.

Special Events - Working closely with the Development Director and/or Board Event Committee to coordinate and execute special events, such as the Annual Benefit and DT Council events, including developing a work plan, organizing and directing events to ensure successful execution with all event consultants, vendors, event communications and website management and event messaging.

Document each event through photography and A/V coverage including create social media update and web content for each event, feedback collection and developing final reports to evaluate each major event.

The ideal candidate will bring the following experience, skills and qualifications:

- Bachelor's degree required and 2 to 3 years of related experience in a communications, event planning, or program support capacity, preferably in the non-profit sector
- Project management skills and leadership ability
- Excellent written and verbal communication skills
- Team player with outstanding interpersonal skills
- Ability to work effectively with diverse groups--staff, supporters, the public
- Experience in coordinating programming and fundraising events
- Excellent organizational and time management and problem solving skills
- Ability to work independently while comfortable as part of a multi-disciplinary team.
- Knowledge of the built environment, urban planning, architecture, landscape architecture is preferred.
- Enthusiasm, sense of humor and positive attitude essential.
- Strong computer skills, including proficiency in Microsoft Office and experience with database software (Filemaker Pro). Familiarity with Adobe Creative Suite is preferred.

Compensation

The Design Trust offers a competitive salary based on experience and an excellent benefits package (health, dental, vision, and 401k with an employer match). In addition, Design Trust employees receive ample vacation and sick time, enjoy a flexible work environment, and the opportunity to work with a talented team of individuals on public space projects that have a real impact on New York City's urban environment.

How to Apply

Applications will be accepted via email only and will be reviewed on a rolling basis until the deadline of January 31, 2014. Only complete applications will be reviewed. Due to the volume of applications, only those candidates short-listed for the first round of interviews will be notified. No phone calls or office visits please.

To apply, send the following as one complete PDF file:

- 1) A cover letter explaining your qualifications for the position, with salary requirements
- 2) Your resume (3 pages maximum)
- 3) A writing sample (media-related)

Name your PDF file "lastname_firstname.pdf" and send your complete application to: jobs@designtrust.org.

Deadline to apply: January 31, 2014

About the Design Trust for Public Space

The Design Trust for Public Space is a nonprofit organization that brings design innovation to New York City's public space. The Design Trust is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Find out more at www.designtrust.org