



Dynamic Non-Profit Seeks Communications Associate

Harlem RBI is a private, not-for-profit community-based organization in East Harlem, New York, serving over 700 inner-city youth, age 6-21. *The organization's mission is to use baseball and softball and the power of teams to provide inner-city youth with opportunities to Play, to Learn, and to Grow, inspiring them to recognize their potential and realize their dreams.*

JOB TITLE: Communications Associate

REPORTS TO: Director of Development

HOURS: Full-time, requires some evening and weekend hours

JOB SUMMARY: Support the Director of Development with creating, writing and editing all copy for external communications including brochures, funder newsletters, the website and other items as needed. Also assist with the organization's public relations.

CORE FUNCTIONS

- Create vision for marketing strategies on a yearly and campaign basis
- Write and develop solicitation materials including annual reports, website, press releases and other marketing materials
- Assist in development and vision for Harlem RBI DreamBook
- Produce the semi-annual Management Report
- Assist with the Harlem RBI Youth Newsletter including: editing, design, layout and mailing
- Manage Harlem RBI documents and inventory including: Stationary; HRBI Basics Card; Financials; Funders Lists, etc...
- Assist with the organization's public relations including publicizing Harlem RBI events and noteworthy news
- Represent Harlem RBI at all special events
- Other duties, as required

QUALIFICATIONS/REQUIREMENTS

- Basic Development/Fundraising skills
- Bachelor's Degree required
- 2 Years experience as fundraising/communications professional preferred
- Experience in youth-friendly environment preferred, including direct service work with youth as staff or in a volunteer capacity
- Ability to think strategically and creatively
- Excellent attention to detail
- Excellent social and interpersonal skills and comfort speaking in public
- Strong leadership and communication skills, including writing and editing ability
- Ability to work interactively with others in environment that stresses teamwork
- Computer proficiency with Microsoft Office, database and internet applications
- Critical thinking skills
- Be a flexible, skilled problem-solver and self-starter

Salary: Commensurate with experience

Women and minorities are strongly encouraged to apply. Harlem RBI is an equal opportunity employer.

Interested applicants should send resume and cover letter to:

Harlem RBI

Attn: Director of External Communications

333 East 100th Street

New York, NY 10029

Fax: 212-722-1862

Email: edenis@harlemrbi.org