

Position: Communications and Partnerships Manager

The New York State Community Action Association (NYSCAA) is the membership association for Community Action Agencies (CAAs), the state and federal designated antipoverty agencies. NYSCAA's mission is to strengthen the capacity of the Community Action network to address the causes and conditions of poverty. NYSCAA develops and coordinates statewide activities for its member CAAs including professional development opportunities, education, and technical assistance to enhance the capacity of the CAAs to serve as effective, responsive community resources. Forty-seven CAAs are located across the state. Learn more at [www.nyscommunityaction.org](http://www.nyscommunityaction.org).

The Communications and Partnerships Manager will provide leadership and support on poverty issues and trends, communications, education events, state-wide partnerships, and state association initiatives. Reports to the CEO.

### Responsibilities

- Develop regular internal and external communications, including press releases, op-eds, and information dissemination pieces
- Create and disseminate monthly electronic newsletters, Annual Poverty Report, and other NYSCAA publications
- Maintain and update NYSCAA's website content
- Coordinate and manage logistics with NYSCAA's network-wide webinars
- Maintain a strong presence on social media
- Provide research on poverty issues and trends
- Develop fact sheets, prepare testimony, and write white papers
- Research legislation and policies related to anti-poverty work
- Enhance and develop local, regional, and state-wide partnerships
- Collaborate and assist in coordinating logistics for state and regional conferences, trainings, events
- Attend and represent NYSCAA at state, regional, and national conferences, meetings, and events
- Other duties as needed and assigned

### Qualifications:

- Bachelor's degree, preferably in human services, communication, or related field.

### Skills

- Strong interpersonal skills and the ability to work independently and as a team, as well as with diverse groups of people
- Ability to research issues to find answers to questions
- Excellent organizational, oral, and written communication skills
- Basic graphic design skills

- Ability to manage multiple priorities and tasks
- Knowledge and proficiency in using a variety of software applications, including Microsoft Word, Excel, PowerPoint, Hootsuite, Canva etc.
- Familiarity with providers and community organizations
- Knowledge of state and federal programs, especially assistance, job training, childcare, and other related programs serving the low-income community

Classification: Exempt

Job Type: Part-time—22.5 hours per week

Salary: Competitive Salary and Benefits

Remote Work: One day per week

Travel: This position is expected to travel occasionally (a few times a year) in the state to attend Association events.

**To apply: Please visit our posting on [Indeed.com](https://www.indeed.com) to apply, or send your resume and cover letter to [jobs@nyscommunityaction.org](mailto:jobs@nyscommunityaction.org).**