

## **Position Announcement**

### **Communications Associate**

#### **About the Volcker Alliance**

The [Volcker Alliance](#) is a nonprofit founded by former Federal Reserve Board Chairman Paul A. Volcker to empower the public sector workforce to solve the challenges facing our nation. We build partnerships with government and universities, promote innovation in public service education, drive research on effective government, and inspire others with the story of Mr. Volcker's commitment to public service. We envision a public sector workforce with the experience, preparation, and commitment to ensure government is accountable and delivers with excellence.

The Volcker Alliance is committed to cultivating a diverse team and inclusive workplace. We believe that building a team whose members draw upon different lived experiences and offer myriad perspectives is critical to advancing our mission. To empower the public sector workforce to solve the challenges facing our nation, the Volcker Alliance needs employees who are as diverse as America, each bringing different insights into the work of government in communities across the country. We believe our success hinges on engaging employees who are Black, Indigenous, and people of color. We strongly encourage applications from people with these identities or who are members of other historically excluded and marginalized communities.

#### **Position Overview**

The Volcker Alliance is seeking a full-time Communications Associate to start in late 2022/early 2023. The position is based in New York City and reports to the Executive Vice President. The Communications Associate will play a key role in helping the Alliance advance its mission and vision and will work closely with internal teams as well as external stakeholders by executing the Alliance's communications strategy, drafting original content, designing graphics, and managing the website and social media.

#### **Responsibilities**

- Work with the leadership team to develop and execute a communications and digital strategy that advances organizational priorities;
- Support day-to-day implementation of the communications and digital strategy;
- Draft statements, newsletters, press releases, blogs, social media content, and marketing materials, and provide ongoing review and support throughout the editing process;
- Design graphic assets for the website, social media, collateral content, and various publications;
- Manage and update website content and social media accounts;
- Assist with special event preparation and production; and

- Work closely with our hard-working team, taking on a range of tasks as directed.

### **Qualifications**

- Bachelor's degree required;
- One to three years of communications experience;
- Demonstrated track record of website and social media content management, ideally including familiarity with Drupal and Mailchimp, as well as web design;
- Strong writing skills;
- High level of proficiency with Microsoft Office (particularly Word, Excel, PowerPoint, and Outlook);
- Exceptional attention to detail, accuracy, and organization;
- Ability to work proactively, think ahead, and take initiative in a dynamic work environment;
- Personable and positive team player;
- Graphic design experience preferred; and
- Demonstrated interest in government, public policy, and/or public administration preferred.

### **Position Specifics**

- Position availability: December 2022 – January 2023
- Status: Full-time, Exempt
- Location: New York City Hybrid – Staff are required to work in our NYC-based office two (2) days per week and are permitted to work remotely three (3) days per week.
- Benefits: The Alliance offers a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, paid holidays, retirement plan, and professional development stipend.

### **How To Apply**

Please submit a cover letter and résumé by email to [hire@volckeralliance.org](mailto:hire@volckeralliance.org), indicating the position “Communications Associate” in the email subject line and where you heard about the position announcement in the email body. No calls please.