
Job Title	Communication Manager and Administrative Coordinator
PVN ID	CC-1811-002814
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	NOAA CREST Center
Status	Full Time
Annual Salary	\$55,000.00 - \$60,750.00
Hour(s) a Week	35
Closing Date	Jan 14, 2019 (Or Until Filled)

General Description

- In coordination with Director and Assistant Director, manage the day-to-day internal and external CREST communications and outreach activities
- Help create and maintain a strong branding for the CREST Institute, including creating impactful publications for web site, social media.
- Help create CREST recruitment materials, informational brochures, newsletters, blog and bi-annual reports that include all CREST partner institutions.
- Coordinate media and public affairs activities to promote and disseminate NOAA CREST events and success stories.
- Update and monitor the current affairs developments, across a wide range of NOAA and other news events relevant to NOAA and CREST science & education mission
- Prepare press statements and articles for all CREST events.
- Manage the publication and promotion of CREST materials, including designing, layout, and contents in coordination with CREST management.
- Ensure that the communication outputs are accurate and of high standards, respond to the needs of the target audience, and are delivered within agreed budget and timelines
- Build on existing and develop new relationships with media, at CUNY, CCNY and other university Partners Media relations office and with all CREST partner Institutions, key decision makers, member organizations and others
- Attend various national recruitment and outreach events.
- Act in accordance with the objectives and ethos of the NOAA CREST institution

Other Duties

- Undertake other duties as may be reasonably required from time to time.
- Coordinate and maintain the CREST Calendar (Events, Meetings, Seminars, Outreach, Recruitment)

- Assist in day-to-day operations of the CREST activities in terms of education, outreach and other events.
- Assist/Coordinate NOAA CREST Day, summer outreach programs across the center and CUNY CREST Institute.
Assist in writing reports and outreach summaries.
- Assist in updating the students information on the MIS, with special focus on career pathways and counseling

Qualifications

Experience and Knowledge

- Degree in relevant discipline, preferably a Master's Degree or higher in communications and STEM fields
- Previous experience in communication, marketing or journalism and outreach
- Experience in project management with a proven track record of delivering on objectives
- Experience of developing and implementing media, advocacy or marketing campaigns
- Experience of representing an organization to the public or/and media
- Knowledge of the environment in which federal, academic, private sectors and non-governmental organizations operate.

Skills and Special Aptitudes

- Excellent written and verbal communication and presentation skills
- Proficiency in MS office suite.
- Knowledge of website content management, adobe and in-design etc. is desirable.
- Attention to detail and strong organizational skills
- Ability to work calmly under pressure and within a mid-size dynamic and diverse higher education team
- Excellent interpersonal and networking skills
- Ability to manage a complex workload and work to tight deadlines
- Standard office skills, including social media.

Location: NOAA CREST Center and CUNY CREST Institute, Grove School of Engineering/Steinman Hall, The City College of New York, NY 10031

Terms: It is a full-time position with excellent employee benefits (retirement plan, vacation and sick leave, short term disability, FMLA, insurance benefits)

Application: A letter of application along with a full CV and the names of three references.