



Seasonal Communications Associate

Brooklyn Bridge Park Conservancy

Brooklyn Bridge Park Conservancy is seeking a part-time temporary Communications Associate for the 2024 season, from approximately April-June 2024.

Brooklyn Bridge Park Conservancy plays a vital role in creating and energizing this community-focused, world-class urban oasis on the Brooklyn waterfront. A 501(c)3 non-profit, we bring this unique park space to life with more than 500 innovative and engaging educational, cultural, fitness and recreational programs each year. Our free and low-cost events create new and exciting opportunities for tens of thousands of NYC residents and visitors to learn, grow, and experience all that Brooklyn Bridge Park has to offer.

The Conservancy is seeking a part-time temporary **Communication Associate** to support our marketing and promotion efforts for the 2024 season launch, approximately from April-June (exact dates flexible). This position will report directly to the Communications Manager, and assist with event marketing and promotion including but not limited to event submissions, drafting copy, aiding in press and community reach-out, drafting basic copy and graphics for social media, as well as project management.

Applicants should have an interest in our wide variety of public programs, assisting to serve as a voice and brand ambassador for over 450+ free public programs run in Brooklyn Bridge Park each summer by the Conservancy. Events include arts and cultural programs (outdoor rehearsals, concerts, theater, family events), recreational programs (fitness classes, kayaking, sports leagues), volunteer programs (horticulture projects, coastal cleanups, corporate groups) and environmental education (school field trips, day camps, visitors to our Environmental Education Center).

Responsibilities include, but are not limited to:

- Drafting marketing and event copy as directed
- Support submitting event submissions to online calendar and listings, aid with community outreach to promotional partners
- Drafting newsletter content (Mailchimp)
- Drafting basic social media content (Canva)
- Assist with updating event descriptions and copy on our website as directed (Wordpress)
- Be able and willing to aid in on-site calendar distribution to local businesses Park vendors as needed
- Aid in organization and management of event assets including event graphics and photos from partners and photographers
- Aid in monitoring, managing, scheduling, and posting to Brooklyn Bridge Park social media channels as directed

Qualifications:

- Current college student or recent college graduate, or comparable training and vocational education
- Outstanding writing, editing, and communication skills
- Outgoing, curious, mature, positive, and a self-starter
- Proficiency in Microsoft Office Suite, Google Suite
- Strong attention to detail
- Basic graphic design skills a plus (Canva)
- Experience with Mailchimp a plus, but not required
- Experience with Wordpress a plus, but not required
- Ability to work independently, accurately and consistently

Compensation:

Pay rate is \$18 per hour. This is a part-time hourly position, approximately 16 hours per week. Schedule to be discussed; this role is in-person at our office in Brooklyn. Potential to allow some hybrid work upon manager approval.

HOW TO APPLY:

Please submit a cover letter, resume and a list of two references (include their names, titles and emails) as a single PDF file to Hanna Yando, Communications Manager at hyando@brooklynbridgepark.org. Please include "2024 Communications Associate - [YOUR NAME]" as your subject line. Online or PDF portfolios of work samples encouraged. Interviews will be conducted on a rolling basis until this position is filled. Only those candidates selected for an interview will be contacted.

Brooklyn Bridge Park Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Committed to an inclusive and equitable work environment, BIPOC candidates are strongly encouraged to apply. If you need a reasonable accommodation for any part of the application process, please contact Hanna Yando, Communications Manager, at hyando@brooklynbridgepark.org. However, please note we cannot accept any emails with questions regarding the position.