

**Job Title:** Outreach and Communications Assistant

**Location:** Queens, NY

**Type:** Contract / Part-time (In-Person)

**Pay:** \$18–\$21/hour | Up to 25 hours/week

**Project New Yorker** is a community-based nonprofit dedicated to empowering under-resourced Bangladeshi immigrant women and youth. Through education and skill-building, we help individuals achieve self-sufficiency and long-term stability. Our programs include English and Computer Literacy, Employment Readiness, Youth Coding Bootcamps, Maternal and Reproductive Health education, and Know Your Rights workshops.

The organization is seeking a creative, organized, and motivated individual for the role of **Outreach and Communications Assistant** to work closely with the Project New Yorker team. The ideal candidate will be responsible for leading outreach efforts, developing communication strategies, and coordinating events to engage diverse communities. This position is ideal for someone looking to gain hands-on experience in community engagement, marketing, and public relations within a fast-paced environment, with opportunities to contribute to meaningful projects that support immigrant and BIPOC populations.

## **RESPONSIBILITIES:**

### **Community Outreach:**

- Identify and build relationships with local organizations, small businesses, faith-based centers, schools, and elected officials to strengthen our community network.
- Develop creative outreach strategies to engage stakeholders, clients, and community partners.
- Assist in planning and executing resource fairs, educational workshops, and events.
- Represent Project New Yorker at local events to raise awareness about our work.
- Use the organization's CRM system to maintain outreach contacts, document engagement efforts, and prepare impact reports biweekly/monthly.
- Collect community feedback through surveys and assist in analyzing data to improve future outreach strategies.
- Provide general support for ongoing programs, including administrative duties, logistics, and volunteer coordination.

### **Communications Support:**

- Create content about clients' success stories, our programs and impact on social media.
- Collaborate with the Outreach and Marketing teams to align messaging and timing.
- Write newsletters, Email campaigns, and blog content.
- Update Website content as needed.
- Support communication between teams.

### **Requirements:**

- Prior experience or demonstrated interest in marketing, community-based research, or grassroots organizing.
- Excellent organizational, planning, and interpersonal skills.
- Demonstrated commitment to Project New Yorker's mission.
- Bilingual in a South Asian language or Spanish is preferred.
- Proficiency in Adobe Creative Suite, Canva, CapCut, Final Cut Pro.
- Ability to travel within Queens.

**HOW TO APPLY:** Send resume to [careers@projectnewyorker.org](mailto:careers@projectnewyorker.org). Mention “**Outreach and Communications Assistant**” in the subject line.