



**Job Title: Outreach and Communications Assistant**

**Reports to:** Executive Director

**Location:** Jamaica, Queens, New York

**Position Type:** Contract/Part-time. In Person

[Project New Yorker](#), a community based nonprofit organization that offers adult literacy programs, employment readiness workshops, and skills based training to under-resourced South Asian immigrant women and youth in NYC.

The organization is seeking a creative, organized, and motivated individual to work closely with the Project New Yorker team. The ideal candidate will assist with outreach, administrative, and communications tasks. This role is perfect for someone looking to gain hands-on experience in marketing, communications, and public relations within a fast-paced environment.

**RESPONSIBILITIES:**

1. **Social Media Management:**

- Develop and execute social media strategies to increase organization's online presence.
- Create compelling content for social media to enhance visibility and engagement.
- Monitor social media channels, respond to inquiries, and foster community interaction.

2. **Podcast Coordination:**

- Plan, coordinate, and produce podcast episodes focused on Bangladeshi New Yorkers.
- Conduct interviews with our clients and students.
- Edit and publish podcast content on various platforms.

3. **Editing and Content Creation:**

- Write newsletters, blog posts, and design promotional materials that resonate with our audience and reinforce the organization's mission and brand voice.
- Maintain consistency and captivate audiences with compelling, informative content.

4. **Community Engagement:**

- Organize events with local organizations, schools, and elected officials to promote and share information about the organization.
- Oversee relationships with community organizations, faith-based groups, mutual aid networks, youth centers to support and enhance our programs and outreach activities.

5. **Administrative Support:**

- Perform administrative duties, such as maintaining databases, tracking project timelines, prepare reports, and register students for classes.

**PREFERRED QUALIFICATIONS:**

- Associate's/Bachelor's degree in Marketing, Journalism or a related field is preferred.
- Effective time-management skills and the ability to manage competing priorities.
- Familiarity with Adobe Creative Suite and/or video editing software is required.
- Experience in storytelling for social impact is required.

**HOURS AND PAY:** This is a part-time hourly contract position, estimated at 20 hours a week. There is a possibility of an extension and/or transition to a full-time associate position based on performance. The pay rate is \$18-\$21 per hour.

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