

ERASE



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RACISM

ERASE Racism—Full-Time Communications Campaign Coordinator  
*Syosset, NY*

ERASE Racism, Inc., a regional civil rights not-for-profit with an office on Long Island, NY, is seeking the services of a full time Communications Coordinator with at least 2 years of experience. Responsibilities include: writing, messaging, graphics, etc. on multiple platforms and utilizing diverse technology and techniques, e.g. from print newsletters to press releases to websites, social media and public education campaigns. Your education and work experience may be in journalism, public relations, marketing, communications or media.

The successful candidate will thoroughly understand and embrace ERASE Racism’s mission and oversee communication projects that effectively describe and promote the organization, organizational program campaigns, and racial equity issues.

This position entails a variety of tasks, such as the creation and development of print and online publications, e-mail marketing, website management and content development, press releases, social media campaigns, and preparation of PowerPoint presentations and marketing tools. The Coordinator will also be required to become familiar with and utilize an online database and communication management system called Salesforce for Nonprofits. The Coordinator will possess excellent written and verbal communication skills, exhibit strong coordination and follow through ability, and will build upon Long Island networks in multiple sectors to expand and strengthen the constituency of ERASE Racism.

#### Tasks:

- Coordinating the development, formatting and distribution of printed newsletters; this includes writing some content and editing other content.
- Writing, creating, and distributing the monthly e-newsletter and e-alerts.
- Writing website content, using an administrative tool for simple uploads and working with designer for more complex website changes.
- Developing press releases and various marketing materials, such as flyers, infographics, pamphlets, and brochures, for ERASE Racism campaigns and events. Experience in data communications is preferred.
- Assisting with fund development activities, such as proposal writing and donor relations.
- Assist president with special assignments, such as preparing PowerPoint presentations about ERASE Racism and our campaigns.

#### Specific Requirements:

- Must be a confident communicator and presenter.
- Demonstrated strong writing, editing, proofreading, layout and design, and publishing skills.
- A wide degree of creativity.

- Strong knowledge and understanding of current trends in digital media/social media.
- Strong working knowledge of Microsoft Office Suite required and familiarity with Adobe Photoshop; MailChimp; Picnet; Vocus Public Relations; social media, including Twitter, facebook, Tumblr, YouTube; and Salesforce for Nonprofits are a plus.

General Requirements:

- Demonstrated passion for social justice work.
- Support for and understanding of the principles of ERASE Racism's work and appropriate and ethical representation of ERASE Racism to the public.
- Ability to maintain confidentiality.
- Good listening, planning and task-oriented skills, with an ability to follow through with assignments in a timely manner.
- Ability to work collegially with other staff and also to be self-directed and work independently.
- Excellent relationship building skills.
- Interest and experience in working with a diverse array of groups and individuals.
- Ability to work well under pressure and meet deadlines.
- Critical thinking and analysis skills, e.g., a capacity to analyze problems and design potential solutions to problems.
- Car in good working order, driver's license, and valid vehicle insurance required to meet work travel requirements. **Travel expenses, including car mileage, are reimbursed by ERASE Racism. Travel to and from the office is not reimbursed.**
- Reasonable capacity to accommodate work hours that will fall outside of Monday – Friday 9:00- 5:00 when the office is officially open.

About ERASE Racism: ERASE Racism is a regional, civil rights nonprofit organization based on Long Island. It works to eliminate barriers to racial equity by primarily addressing the interrelated issues of fair housing enforcement, access to affordable housing in high opportunity areas, and quality public school education for African American and Hispanic families in racially integrated schools and classrooms. Related issues include fostering equitable community development and community health.

Compensation: ERASE Racism offers a competitive salary commensurate with a candidate's education, experience and skills. Benefits include medical, dental, vision, disability, life insurance, holiday/vacation/sick leave, and travel reimbursement.

Location: The position will be based at ERASE Racism's offices in Syosset, New York.

How to Apply: ERASE Racism is an equal opportunity employer and encourages applications from people of color, women, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. Incomplete applications will not be considered. Please review this job description and also the [Hiring Notice](#) to ensure that you fully understand the requirements for this position.

Interested applicants must forward a cover letter, which persuasively supports your candidacy. The letter must specifically address the responsibilities outlined in this job description. The letter must also specify which of the five skill areas contained in the [Hiring Notice](#) they possess at the intermediate or expert level. The cover letter and a resume should be emailed to [jobs@eraseracismny.org](mailto:jobs@eraseracismny.org). Include the phrase “Communications Coordinator” in the subject line. Applications will be accepted and interviews conducted on a rolling basis until the position is filled. Our intention is for the successful candidate to begin work no later than September 2016; however, an earlier start is possible. **Incomplete applications will not be considered.** Please do not call the office. If you have a question about applying for this position you may email [jobs@eraseracismny.org](mailto:jobs@eraseracismny.org) and include “Communications Coordinator Question” in the subject line. Thank you.

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