

Communications Assistant

Job Description

About the Research Alliance: [The Research Alliance for New York City Schools](#) conducts rigorous studies on topics that matter to the city's public schools. We strive to advance equity and excellence in education by providing nonpartisan evidence about policies and practices that promote students' development and academic success.

Job Description: The [Research Alliance](#) seeks a full-time Communications Assistant to support the production and release of Research Alliance publications, as well as other activities designed to increase the visibility and impact of our work.

Responsibilities:

- *Publication Production* - Proofread and format publications.
- *Publication Distribution* - Develop and maintain a strong database of contacts for communications/report distribution, and conduct outreach to relevant bloggers, research databases, etc.
- *Online Communications* - Regularly review and update content on our website (publications, press coverage/press releases, project descriptions, staff bios, etc.); manage the e-newsletter; help coordinate and test new website functionality; collect and circulate website metrics; and support our social media presence.
- *Media Tracking* - Track and share coverage of the Research Alliance and stories related to our work.
- *Brand Management* - Help format and maintain consistency in promotional materials, handouts for meetings, PowerPoint presentations, etc.

Requirements:

- Bachelor's Degree in education, public policy, sociology, communications or related field.
- Excellent written and oral communication skills.
- Design- and web-savvy (computer skills include MSWord, Power Point, Excel, web-search skills; high level of "internet literacy" and knowledge of social media required).
- Ability to plan workflow, handle multiple tasks simultaneously, meet deadlines and follow through.
- Ability to work independently and to collaborate effectively with others.
- Attention to detail.
- Interest in / knowledge of education and social policy, research and current events is essential.

Salary: \$35,000/year, plus a generous benefits package.