

Communications Specialist

Duties

1. Write, edit, layout quarterly newsletter.
2. Design NAMI-NYS brochures—organizational, program.
3. Redesign, or work with contractor to redesign, website to maximize affiliate participation and fundraising.
4. Update website regularly once redesigned.
5. Establish and maintain relationships with statewide media, including building media list, to maximize NAMI-NYS media exposure.
6. Assist with design of training packages, publications and conferences.
7. Redesign organizational “look” with letterhead, business cards, fliers, posters, invitations and more. If board approves, work with national staff and website for consistent “branding.”
8. Assist with purchase of advocacy software, such as Convio, implement and learn software and regularly produce alerts to activate members to take action on state legislation.
9. Issue news releases.
10. Maintain relationships with printer and other media vendors.
11. Oversee helpline communications.
12. Order, keep inventory of educational information, with special attention to increasing materials for multicultural outreach.
13. Assist and train affiliates on communication, with emphasis on this when NAMI-NYS initial needs are satisfied. This may include assisting with media relations, news releases & branding.
14. Assist with writing, editing and layout of mail solicitations.
15. Assist with development of surveys.
16. Coordinate communication with affiliates including focus groups and conference calls.
17. Other duties as assigned.

Qualifications

- Degree in communications.
- Experience in designing newsletter and brochures (provide samples).
- Experience in website design.
- Work well in small team environment.
- Willing to work until job is done and beyond job description.
- Attention to detail essential.
- Strong English and grammatical skills.
- Familiar with and experience in graphic software to maximize readability of developed materials and make appealing to reader.
- Interest in mental illness and willingness to learn issues related to mental illness.
- Personal, friendly, able to establish positive working relations.
- Willingness and ability to travel by car around State.
- Knowledge and experience with MS software including Word, and communicating by e-mail
- Artistic flair
- Spanish language skills a plus.
- Experience with NYS legislative process a plus.

Salary: \$40,000 to \$50,000

Send resume, cover letter and examples of work to:

Trix Niernberger, NAMI NYS, 260 Washington Avenue, 2nd Floor, Albany, NY 12138.

NO PHONE CALLS PLEASE.