



The American Indian Community House (AICH) was founded in 1969. AICH is a 501(c)(3) not-for-profit organization serving the needs of Native Americans residing in New York City. Our aim is to improve and promote the well-being of the American Indian Community in and around NYC. We exist to insure the well-being and social survival of urban and reservation-based Native Americans and their families through the provision of health and social services, while increasing the visibility of American Indian cultures in an urban setting, in order to cultivate awareness, understanding and respect. AICH is committed to finding a leader who shares a similar vision and is dedicated to carry out this mission.

COMMUNICATIONS MANAGER

The Communications Manager works closely with the leadership and staff to ensure the messaging, branding, and all communication of the American Indian Community House are consistent with our ideals, vision and mission.

Responsibilities include social media, email, funding campaigns and other areas of organizational communication. The Communications Manager reports directly to the Executive Director and also works closely with AICH's Development Coordinator and other leadership staff to oversee the ongoing development, refinement and scaling of AICH's communication plan and guide the strategy for all communications, website, PR messages and collateral to consistently and effectively represent the organization's brand and articulate its mission. Areas of responsibility include:

Social Media:

- Manage day-to-day execution of social media posting for the organization by developing content, planning, organizing and scheduling posts across social media channels (FaceBook, Instagram, Tik Tok. etc).
- Create and share a weekly social media calendar.
- Generate and execute ideas for improving engagement, increasing followers, converting followers to email list and donors, etc., and consult on using paid advertising and other tools, and potentially other channels.
- Provide insight and expertise on social media trends.
- Track social media metrics.
- Edit photos and videos to ensure high quality posts as needed.
- Create infographics and other creative content.
- Maintain daily presence by interacting with key organizations, reporters, and influencers as necessary.

Email Communications:

- Take the lead on generating content and final drafts of regular email newsletters from AICH and supporting organizations, such as the Mannahatta Fund, utilizing Constant Contact or other communications tools.
- Write email appeal campaigns throughout the year (with the Development Coordinator) for fundraising efforts.

General Marketing and Donor Communications:

- Write other content as needed, including annual reports and other marketing and donor communications.
- Proofread content generated by other staff as needed.

Graphic Design:

- Execute a variety of graphic design needs throughout the year, including: the annual report, website updates, rack cards, and other event and promotional materials.
- Organize and maintain an AICH image library.

Website:

- Oversee AICH website as needed.
- Provide suggestions and help implement changes to improve the website and make it more dynamic and up-to-date.

Public Relations:

- Maintain up-to-date knowledge of AICH's initiatives.
- Draft press releases with input from the Executive Director and other team members.
- Help field incoming requests from reporters, journalists, and other organizations.
- Maintain a list of media contacts and help enhance relationships with both traditional and social media outlets..
- Track coverage of AICH in the media, both social media and traditional media, and maintain clips on an ongoing basis.

The ideal candidate will have:

- Knowledge of Native American communities
- Demonstrated working relationships in Native American communities
- 2-4 years experience in professional communications or the marketing field.
- will have professional experience managing social media accounts for an organization, company, or brand.
- exceptional skills in copy-writing and editing, familiarity with fundraising communications, knowledge of email marketing platforms and best practices;
- ability to prioritize, multi-task, and manage multiple projects, timelines, and deadlines.
- strong interpersonal communication skills.
- experience with website management.
- graphic design experience using Adobe Suite, Canva, or other design software.
- some experience working with press and coordinating with organizational partners.
- be familiar with social media platforms (Instagram, Facebook, Twitter), Wordpress, Microsoft Office, and using databases to track donors or constituents.

Education & Experience: A Bachelor's Degree and at least 2 years experience in the non-profit sector is preferred.

Salary: \$62,500K + fully paid health insurance, paid holidays, sick, and vacation time.

This is a full-time position based in New York City. There is flexibility to work remotely and at the Manhattan office, and it is expected the Communications Manager will work a flexible schedule with regular daily availability in the 9am-5pm range with occasional evenings and weekend events. The position requires working at a computer, phone and video calls, traveling within New York City, and lifting 15lbs. Please inform the hiring committee of any access needs you may have when you complete the application.