



Job Posting

Communication and Program Associate

full-time (40 working hours per week)

About this position:

This position will help communicate the 1014 programs from invitation management, to social media, and press releases. Furthermore, it will help organize, facilitate and document online and offline events in the areas of culture, society, politics, economics and science. Thereby, it ensures an outstanding guest and user experience and all-around successful program.

About 1014:

1014 strives to take transatlantic relations into the future. It offers a space to build partnerships based on trust and commitment for sustainable development and just societies. Addressing global issues of mutual concern, 1014 invites its audience into a historic townhouse on Fifth Avenue and into its digital space. It enables collaborations, forging individual and institutional partnerships. Inclusive talks, performances and exhibitions offer perspectives from both sides of the Atlantic.

Regular tasks will include:

Facilitating communication efforts, in particular

- updating website (Squarespace) as directed
- providing support for implementing social media series (Hootsuite)
- creating visuals for website and social media platforms (Twitter, Instagram, Facebook, LinkedIn)
- drafting newsletter (Mailchimp) as directed
- creating analytics on social media
- maintaining database records

Facilitating event management - both physical and virtual, in particular

- assisting with invitation management (Bloomerang)
- supporting and supervising set up, break down and rehearsals,
- managing admissions,
- identifying service providers such as tech rental companies and catering services, as well as soliciting offers,
- creating registration links for virtual events (Eventbrite, Jotform)



Qualifications sought

- Bachelor's Degree and preferably 1-3 years of experience in communication and event management
- Excellent written and verbal communication skills as well as proficient research skills
- Advanced knowledge of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and Adobe CS design and video editing software (Photoshop, Premiere)
- Strong skills in web-content creation
- Experience with social media platforms and, preferably, digital event management tools
- Perseverance in problem-solving with technical issues
- Flexibility with work hours, occasionally also on weekends
- Detail-oriented, reliable team player with the ability to multi-task
- Basic knowledge of German and interest in transatlantic relations are of advantage.

Compensation: Salary is commensurate with experience and educational background.

This position is full-time (40 hours per week). A work permit for the United States is required. During the pandemic, the staff of 1014 works remotely with the option to work in the office.

Please send your application with cover letter, resume, and salary expectations **by March 21, 2021** to:

info@1014.nyc

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