

## **Development and Communications Assistant Job Description**

Chess in the Schools is searching for a part-time Development and Communications Assistant to assist our team in implementing administrative tasks and help with public communications. The ideal candidate for this role should possess strong writing skills, excellent networking abilities, exceptional attention to detail, outstanding communication and time management skills.

### **The position entails the following duties:**

#### **Fundraising and Development**

- ensuring timely acknowledgment of donor contributions
- preparing donor lists and managing mailing campaigns
- assisting with event planning
- researching and identifying funding opportunities
- maintaining relations with donors and clients
- maintaining donor databases

#### **Communications**

- promoting the organization's mission and values to external stakeholders
- writing promo texts and program-related articles for CIS's newsletter, website and other electronic media
- regularly updating CIS's social media
- assembling media kits and other publicity materials
- distributing public relations and prospect materials

### **Position Requirements**

- an undergraduate degree in public relations, marketing, communications or 2-5 years of experience in related fields
- exceptional writing skills with ability to formulate clear and concise messages to external audiences from complex topics
- computer literacy with the knowledge of the Microsoft Office in the Mac environment; experience with Adobe Suite is a plus
- strong writing skills
- experience maintaining and growing social media channels
- creativity and original thinking
- strong networking and communication skills
- database management experience
- customer-oriented, can-do approach
- analytical skills
- ability to successfully interact with individuals of different cultural backgrounds and to understand and be tolerant to differing opinions and views
- preference will be given to candidates who play chess

### **Eligibility Requirements**

- must be 18 years of age or older
- employment/education will be verified
- must be currently authorized to work in the United States
- must pass background check

The position of Development and Communications Assistant is non-exempt with bi-weekly payments based on hourly rate. The Assistant will be paid \$25/hour for 10-15 hours/week with possibly more hours in the months from late November through May and fewer hours during the summer. We expect the candidate to work in-person in the office one or two days a week. The work schedule may be flexible and adjusted to the needs of the employee.

To apply, please send your resume and cover letter to [development@chessintheschools.org](mailto:development@chessintheschools.org). No phone calls please.

The mission of Chess in the Schools (CIS) is to foster the intellectual and social development of low-income youth through chess education. Through classroom instruction in New York City public schools, after-school chess clubs, college access services, and weekly scholastic tournaments, CIS reaches 8,000+ students annually. All CIS programs are offered free of charge to all participants. CIS promotes an organizational environment where each employee feels valued and respected. We firmly believe that diversity in gender, race, ethnicity, sexual identity, cultural background, religion, disability and age produces ideas and perspectives that provide inspiration and aspiration and help our students realize their full potential. Our leadership team is committed to embedding diversity and inclusion into everything we do.