

Communications Manager (part time: 3day/wk)

About ARCHIVE Global: Architecture for Health In Vulnerable Environments

ARCHIVE Global is an international non-profit organization that utilizes architectural design to reduce the global burden of disease. Working within socioeconomically vulnerable communities around the world, we apply innovative, low-cost housing design solutions to improve living conditions and health outcomes for the poorest of the poor. Along with our UK affiliate, we have together worked in over 40 countries on 90+ projects impacting over 1 million lives.

Our Approach

- **Research** — We investigate how the built environment contributes to public health challenges globally.
- **Awareness** — We inform communities about best practices to improve health and reduce the risk of disease and strive to bring change at an international level by informing in public policy.
- **Construction** — We design, test, and build practical housing solutions that actively combat poor health.

ARCHIVE Global is a young, dynamic, and growing organization working in 9 countries. Recent recognition includes:

- One of 8 “World’s Best Sustainability Ideas” - Forbes Magazine
- OpenIDEO Winner

ARCHIVE Global seeks a part-time experienced and creative Communications Manager to build and implement engaging communications strategies to grow public engagement and donor support. The Communications Manager serves as the primary media contact also oversees the creation of all print, online, and social media content.

Role

The Communications Manager will create the organization’s communications strategy, lead and oversee media content across all platforms, and serve as the primary contact for press. This position represents a unique opportunity for an innovative communicator who is passionate about taking charge of the development of effective and compelling humanitarian content.

Responsibilities

- Create and manage on advocacy platforms for the organization.
- Create short and long term communications and media strategies.
- Serve as the organization’s primary media contact.

www.archiveglobal.org

ARCHIVE Global is a tax-exempt 501(c)(3) public charity
info@archiveglobal.org | 111 Fifth Ave, New York, NY 10003 | +1 212 886 2267

- Actively manage the creation of all printed media (brochures, fliers, event materials, policy reports, and campaign materials).
- Manage the organization's web presence by working with team members to ensure timely, exciting content in line with strategies to increase traffic and brand awareness.
- Oversee content creation for the organization's social media presence.
- Manage relationships with vendors such as designers, printers, photographers, and videographers.
- Coordinate event media content.
- Build and manage a team of staff and/or interns.

Qualifications

- Relevant Bachelor's degree required.
- 5+ years in communications, advertising and/or marketing.
- Strong experience in media relations.
- Excellent writing and meticulous copyediting skills.
- Experience managing social media campaigns; e.g. Facebook, Twitter.
- Familiarity with various web design platforms.
- Comfort and ease working in a fast-paced environment, managing a large volume of requests.
- Candidates must be authorized to work in the U.S.
- Be creative, bold, and a team player.

Desirable

- Graduate degree in relevant fields
- 2 years in nonprofit (or international development) sector
- Experience working in journalism and/or possess established relationship with press.
- Proficiency in graphic design software: e.g. Adobe InDesign and Photoshop.

SALARY: \$35,000 (negotiable)

HOW TO APPLY

Please send cover letter, CV, and salary expectations and history to recruitment@archiveglobal.org, subject, "Communications Manager."

We are seeking to fill this position ASAP. This position will remain open until filled.