POSITION DATA

JOB TITLE: Assistant Communications Manager
DEPARTMENT: Communications & Marketing
REPORTS TO: Communications Manager

POSITION OVERVIEW
The Communications Coordinator will act as a liaison for members of the news media and TV and documentary film crews. The coordinator will manage media requests and inquiries, coordinate media visits as appropriate, vet requests to film at the 9/11 Memorial & Museum and manage filming logistics. The coordinator will also contribute to The MEMO blog. The position will also support the senior communications team in preparing news announcement, media strategies and logistics. The Communications Coordinator will report to the Communications Manager and work closely with the Director of Communications.

ESSENTIAL FUNCTIONS / SCOPE
• Manage incoming correspondence to the communications office, including fulfilling requests for information about the 9/11 Memorial & Museum, providing digital assets as appropriate and communicating protocols regarding on-site filming and photography.
• Draft news releases, statements, letters, media responses, talking points, internal memos and announcements, letters.
• Help execute logistics for tributes, news announcements, exhibition previews and other events.
• Review and edit third-party materials, including marketing surveys.
• Field media inquiries and route them accordingly for responses.
• Coordinate media visits to the Memorial and Museum as appropriate.
• Assist in all facets of the film and television application and on-site filming process, including gathering information, vetting requests, and scheduling and staffing productions as appropriate.
• Proactively research, recommend and pursue opportunities for involvement in film projects that are consistent with the mission of the 9/11 Memorial.
• Assist in media coordination for events and VIP visits.
• Track news about the Memorial and Museum, including the collection of print and online news items.
• Generate, write and edit blog items for The MEMO blog.
• Assist with coverage for evening programs at the Museum.
• Perform administrative tasks associated with communications.

MISSION EXPECTATIONS
• Participates in the Annual 5K Fundraiser and September 11 commemoration, as assigned.
• Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.
GENERAL QUALIFICATIONS

• Ability to work a flexible full-time schedule including some evenings and weekends.
• Exceptional judgment and ability to manage logistics.
• Excellent written and oral communication skills.
• Demonstrated research skills.
• Interest in and understanding of news that is directly and tangentially related to the institution.
• Familiarity with relevant computer programs, including Microsoft Office suite.
• As appropriate, ability to deal with difficult and sensitive materials related to events of September 11, 2001.
• High level of discretion and judgment.
• 1-2 years of experience.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for two-way communication with the public and staff. The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

HOW TO APPLY:

• Include job title in the email subject field.
• Please indicate the location where job posting was seen.
• Please submit a resume and cover letter to 911mmcommsjobs@911memorial.org
• Please visit our website at www.911memorial.org.

This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business related duties as assigned by the supervisor or other management.

The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.

This document is a communication tool and not intended as a written or implied contract of employment.