



## **JOB DESCRIPTION: Marketing and Communications Associate (Part-Time)**

### **BRONX COUNCIL ON THE ARTS**

A pioneering advocate for cultural equity, the Bronx Council on the Arts (BCA) nurtures the development of a diverse array of artists and arts organizations, building strong cultural connections in and beyond The Bronx. BCA serves a constituency of some 1.4 million residents, 1,500 artists and 250 arts and community-based organizations with cultural services and arts programs, including grants, workshops, arts advocacy, online resources, and cutting-edge exhibitions.

### **THE POSITION:**

Reporting to the Marketing and Communications Manager, the Marketing and Communications Associate will be expected to support and work in the strategy, content creation and development of BCA's social media presence and other public related outlets. The Marketing and Communications Associate is a part-time position for 2 days a week.

### **Essential Duties and Responsibilities**

- Assist in strategizing and implementing social media goals
- Create both visual and written content for all of BCA's social platforms
- Aid in designing social graphics for campaigns and promotions
- Keep up to date with social trends
- Track social media growth and analytics to aid in strategic decisions
- Up-keep social media calendar and schedule posts

### **Position Requirement and Skills**

- 1-2 years of experience with Social Media Management
- 1-2 years of copywriting experience
- Experience with social scheduling applications
- Impeccable verbal and written communication skills.
- Knowledge of Adobe Creative Suite a plus
- Experience with Canva a plus
- Avid learner, willing to undertake new and exciting responsibilities.
- Detail oriented
- Proficient with MS Office Suite (Word, Outlook)
- Comfortable in a fast-paced, growing organization.

### **Bronx Council on the Arts**

2700 E Tremont Avenue, Bronx, NY 10461  
718.931.9500 • Fax: 718.409.6445 • [www.bronxarts.org](http://www.bronxarts.org)

- Dependable and reliable.
- Ability to work independently and as part of a team.
- Ability to prioritize tasks and manage time effectively.
- Strong interpersonal skills and a good sense of humor.
- A commitment to BCA's mission and values.

**Educational Requirements**

- Bachelor's degree or equivalent

**Compensation:** Commensurate with experience

Please send a cover letter and resume to: [contact@bronxarts.org](mailto:contact@bronxarts.org) - with subject line "**Marketing and Communications Associate**". No phone calls please.

Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state, or local law.

**Closing Date:** Position open until filled.