



Director of Communications

Village Preservation (the Greenwich Village Society for Historic Preservation), a NYC-based nonprofit, is seeking an experienced, highly motivated Director of Communications. Village Preservation was founded in 1980 to preserve and celebrate the architectural and cultural heritage of Greenwich Village, the East Village, and NoHo. This is a newly-created position in a growing organization with an annual budget of \$1.5 mil. and staff of 9.

Responsibilities:

- Development of printed and electronic materials, including membership materials, PowerPoint presentations, electronic and printed newsletters, educational and advocacy materials
- Managing, organizing, and updating website
- Creating online engagement tools including apps, maps, and other interactive features
- Produce videos for web and social media
- Effectively strategize and expand the organization's social media

Position reports to the Executive Director and will work with multiple staff members and board member-led committees.

Strong writing, editing, and verbal communication skills are a plus, as is an interest in and knowledge of historic preservation and the communities of Greenwich Village, the East Village, and NoHo, and their histories.

Qualifications

- High degree of proficiency in WordPress, ArcGIS, Adobe Creative Suite, Microsoft Suite, Python or other related programming language, and willingness to research and learn new software and programs.
- Strong interpersonal skills and the ability to collaborate and work effectively with all stakeholders including staff and board members.
- Able to work independently and on a team
- Exceptional attention to detail
- A personal work portfolio that includes printed and electronic materials and online tools
- The ability to set priorities and juggle multiple projects in a complex, fast-paced, deadline-driven environment

Send resume, cover letter, and portfolio materials to info@gvshp.org.

Village Preservation is an equal opportunity employer.