

## **NEIGHBORHOOD PRESERVATION CENTER**

### **Job Postings**

The Neighborhood Preservation Center seeks to fill two independent contractor positions – **Program/Communications Manager** and **Copy Editor** – to begin no later than September of 2022. If you would like to be considered for both positions, please indicate this in your cover letter.

### **About Neighborhood Preservation Center**

Neighborhood Preservation Center is a not-for-profit organization dedicated to supporting those working toward vibrant, thriving, and equitable neighborhoods and communities. We focus on community spaces and how both the individual and the collective strength of the community is fostered within those spaces. Our livable cities focus encompasses the environment, historic preservation, community-based arts, small business, and more -- those working to enhance the quality of life for residents of their neighborhoods and communities.

The Neighborhood Preservation Center originally began in 1999 as a 20-year project, created and sponsored by the St. Mark's Historic Landmark Fund. Until December 31, 2019, the NPC Project operated as a co-working space and resource center in the rectory of St. Mark's Church In-the-Bowery on New York's Lower East Side. It provided below market rate office and meeting space -- both short term and long term -- to community groups and nonprofits. During the 20-year initiative, the project generated a life of its own and, in 2020, a new vision of NPC as its own 501-c-3 not-for-profit organization developed.

Today, NPC aspires to be a thought-leader as well as a facilitator and partner for the continued sustenance and stewardship of community spaces. Our goals:

- Develop public programming about livable cities.
- Research and prepare technical briefs and policy papers on community spaces and social infrastructure including addressing the societal need, and successful financing and operation models.
- Establish program(s) for Research Fellows and Internships.
- Develop curated resources to support organizations in areas such as nonprofit management and external affairs.
- Act as Technical Assistance Provider for organizations working in the community/social infrastructure space.
- Establish a headquarters that provides office and meeting spaces at a sliding scale for organizations working in the livable cities sector.

### **PROGRAM/COMMUNICATIONS MANAGER POSITION:**

Working in collaboration with NPC's Program Committee, the Program/Communications Manager will coordinate the development of public programming about livable cities and community spaces.

Responsibilities:

- Develop and coordinate 1-2 public programs in 2022 and 3-4 in 2023.
- Develop annual plan to accomplish established goals in providing public programming.
- Continuously update mailing list and CRM database with engagement and leads.

- Oversee organization communications including social media, website, and other outreach including facilitating a monthly communications plan with the goal of continued audience engagement and growth.
- Produce monthly newsletters, and coordinated social media posts.
- Solicit and coordinate written-products from other contributors such as guest-newsletters, blog posts, social-media spotlights, etc.
- Manage collaboration with a copy-editor on all external communications.

This is a fully remote position. While programming is currently virtual there may be future in-person programs. Opportunity for a full-time position, pending funding.

Another position being posted is for copying editing. If you would like to be considered for this role as well, please indicate this in your cover letter.

Qualifications:

- Understanding and interest in community development, neighborhoods, and community spaces.
- Experience in coordinating all aspects of public programming, including virtual format (i.e., Zoom webinars) planning and coordinating programs.
- Familiarity with the non-profit sector, especially community-oriented or grass-roots organizations.
- Experience with basic website content management, including working knowledge of formatting tools for text and image as well as Twitter, LinkedIn, Constant Contact, Eventbrite, etc.
- Ability to work independently.
- Excellent communications and interpersonal skills.
- Strong written communication skills.
- Experience with budgets, project planning a plus.

**Details:** This is a one-year contract position. \$25/hour, averaging 8 hours/week. As an independent contractor, a 1099 will be issued at the end of each calendar year.

**Application Timing:** Applications will be reviewed on a rolling basis with a projected start date no later than September 2022. Please send your resume and cover letter to the Board of Directors at email [info@nycnpc.org](mailto:info@nycnpc.org).

**COPY EDITOR POSITION:**

NPC seeks an experienced candidate who will:

- Review copy for website and newsletters for consistency.
- Work with the Board of Directors to develop a style guide.

This position works closely with the Program/Communications Manager and in collaboration with NPC's External Affairs Committee.

This is a fully remote position.

Rate: \$25/hour.

**Details:** This is a contract position. \$25/hour. As an independent contractor, a 1099 will be issued at the end of each calendar year.

**Application Timing:** Applications will be reviewed on a rolling basis with a projected start date no later than September of 2022. Please send your resume and cover letter to the Board of Directors at email [info@nycnpc.org](mailto:info@nycnpc.org).

### **Neighborhood Preservation Center**

**Non-Discrimination Policy:** Neighborhood Preservation Center provides equal employment and advancement opportunities to all qualified applicants for employment and shall not discriminate against any individual or group for reasons of race, color, creed, gender, age, ethnicity, national origin, marital status, sexual orientation, gender identity or expression, mental or physical disability or any other category protected by applicable law.

Candidates of all backgrounds and abilities are encouraged to apply.

**Diversity, Inclusion, and Equity Statement:** The Neighborhood Preservation Center is committed to building an organization that respects, integrates, and promotes equity, diversity, and inclusion into every aspect of the organization's governance, operations, and programs. These guiding values will define the path the organization takes in its growth and development. Our commitment to equity will be actualized in our work to cultivate a culture of inclusion and accountability – internally, with our staff and board diversity, and externally, with our engagement and work with a diversity of partners. The board of directors will review and update the agency's policies each year to ensure they continue to support the organization's commitment to diversity, equity, and inclusion.