

## Communications Consultant

New York Junior League

**Location:** New York, NY

**Organization:** New York Junior League (NYJL)

**Schedule:** 20 hours per week

**Salary Range:** \$35–\$40 per hour, depending on experience

### Position Summary

The Communications Consultant will work closely with staff and volunteer leaders to support internal and external communications for the New York Junior League (NYJL), a membership-powered women’s organization dedicated to advancing women’s leadership for meaningful community impact through volunteer action, collaboration, and training. As NYJL celebrates its 125th Anniversary, the organization seeks a dynamic, creative communications professional to help tell its stories, strengthen its brand, and support membership growth and engagement. The consultant will develop and execute weekly communications deliverables, including the online newsletter, e-blasts, and other member-facing communications, while also maintaining internal and external web platforms.

### Key Responsibilities

#### Internal Communications

- Collaborate with volunteers, staff, and leadership to develop and execute a public relations and media strategy that reflects NYJL’s community impact and leadership priorities.
- Plan and manage the editorial calendar for member communications.
- Draft, edit, lay out, and distribute electronic communications to members, including Friday Flash, e-blasts, the Sustainer Newsletter, and Presidential e-blasts.
- Proofread all communications to ensure they are accurate, polished, and error-free.

#### External Communications

- Update and maintain NYJL’s internal and external websites, working with members and leadership to keep content current and accurate.
- Refine core messaging to ensure brand consistency across development, fundraising, community work, and other organizational communications.

### Skills and Qualifications

- Bachelor’s degree or four years of equivalent experience.
- Knowledge of and experience with digital media and online platforms.
- Experience working with volunteers and/or nonprofit organizations.

### Location and Work Requirements

This is a remote position with flexible hours and weekly deliverables.

To apply, please email a cover letter and resume to [coo@nyjl.org](mailto:coo@nyjl.org).

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