



JOB DESCRIPTION

Title: Senior Communications Associate–International
Status: Full-time, Regular, Exempt
Reports to: Director of Communications
Location: New York City
Date of Posting: January 12, 2015

Organization:

Founded in 1968, the Guttmacher Institute is a global leader in advancing sexual and reproductive health and rights. Through a unique and interrelated program of research, policy analysis and public education, the Institute works to generate new ideas, encourage enlightened public debate and promote sound policy and program development. The Institute's overarching goal is to ensure the highest standard of sexual and reproductive health for all people worldwide.

Position Summary:

Serve as primary communications liaison with overseas partner organizations, advocates and NGOs; plan and execute the release of Guttmacher studies and other communications-related events and activities; conduct international media outreach; develop and disseminate public education materials related to international projects; participate in project development, providing feedback on overall goals and communications components; review drafts of and provide feedback on select research materials; develop project work plans and assist in managing communications budgets as needed.

Responsibilities:

- Plans and executes the release and dissemination of Guttmacher's research, policy analysis and public education materials related to international work.
- Develops media relations strategies and materials, including news releases, opinion pieces, letters to the editor, blog posts, and Web content, or supervises others in these tasks.
- Serves as primary liaison with the Institute's overseas communications partners, including those at international and multilateral organizations.
- Identifies opportunities and coordinates participation by Guttmacher staff in key multilateral meetings and conferences, including United Nations and regional organizations.
- Conducts outreach to and fields inquiries from journalists in developing regions, Europe and the U.S. to promote Guttmacher's international work and other activities.
- Works in collaboration with the Research and Public Policy divisions in developing projects that include communications activities or are focused on communications outreach.
- Works with Development staff in drafting funding proposals and funder reports.
- Identifies new overseas communications partners and negotiates partner contracts, work plans and schedule of deliverables.
- Works with the social media team to develop and implement social media content and campaigns.

- Develops infographic and short video content and works with designers in their creation.
- Prepares PowerPoint and other presentations for Institute staff and Web site.
- Represents the Institute at meetings with overseas donors, country offices of international organizations, conferences and other gatherings as appropriate.
- Manages communication activities to promote the Guttmacher-published journal International Perspectives on Sexual and Reproductive Health.
- Perform other reasonably related job duties as assigned by supervisor.

Qualifications:

- Master's degree in Social Sciences, Journalism or Development preferred.
- Minimum of five years of media relations/nonprofit experience. Knowledge of sexual and reproductive health and rights issues highly desirable.
- Strong support for the mission of the Guttmacher Institute.
- Experience working internationally in developing countries.
- Ability to travel as needed.
- Excellent oral and written communications skills.
- Strong organizational skills.
- Strong computer skills, including PowerPoint.
- Familiarity with a variety of social media platforms.
- Self-motivated and team player.
- Ability to work under deadlines and juggle priorities and projects.
- Ability to understand statistical materials.
- Ability to work effectively with overseas partners, often on a long-distance basis.
- Fluency in French and/or Spanish highly desirable.
- Supervisory experience desirable.

Salary and benefits

Salary commensurate with experience. Excellent benefits that include medical, dental, vision and life insurance, 401(k) with employer match, commuting subsidy, and generous time off.

Application

Send resume and cover letter to Human Resources, Guttmacher Institute, 125 Maiden Lane, New York, NY 10038; Fax: 212-558-6268; E-mail: Please type in the subject line your first and last name and title of position, and send to applytoguttmacher@guttmacher.org.

**Please note that telephone inquiries will not be acknowledged. No agencies please.
Guttmacher Institute is an equal opportunity employer.**