



## **Footsteps Communications and Field Building Associate Job Description**

**Job Title:** Communications and Field Building Associate  
**Reports to:** Director of Communications and Field Building  
**Position Type:** Full Time, Non-Exempt

### **Organizational Overview**

[Footsteps](#) supports and affirms individuals and families who have left, or are contemplating leaving, insular ultra-Orthodox Jewish communities in their quest to lead self-determined lives. We provide crucial peer and professional resources and support as people embrace the challenge to redefine their identities and build new communities. Footsteps nurtures a network of individuals so that they not only survive in their new world, but thrive. Since Footsteps' founding in 2003, the organization has served nearly 2,000 individuals, and in 2022, we expect our budget to reach over \$4 million.

This past year and a half has been a pivotal time for Footsteps. While we were already seeing a steady amount of growth pre-COVID-19, the pandemic and economic downturn forced us to develop creative strategies to support members and staff as we provide the highest quality care for our hard-hit and growing community. This is both an exciting and critical time to join the Footsteps team as we continue to build out our internal structures and capacity to meet the expanding needs of this community.

We are committed to promoting an equitable, safe, and welcoming environment for our members and staff. Footsteps values a culture of respect and inclusive community: honoring personal choice, different sets of beliefs, and diverse lifestyles that promote individuals' rights to determine the course of their own lives.

### **Position Overview:**

Footsteps seeks a highly-motivated, organized and creative problem solver to serve as Footsteps' first Communications and Field Building Associate. You will play an integral role in supporting the newly developed Communications and Field Building (CFB) team by ensuring that systems are in place to communicate with and reach our members, supporters and allies. You will work across the organization to coordinate and design communication and promotional materials. You will join Footsteps at an exciting time as we increase our efforts to lift up the voices of Footsteps members and leverage the growing interest in issues of concern to those leaving ultra-Orthodoxy.

### **Job Responsibilities:**

- Coordinate communication and promotional needs with all department heads and other Footsteps staff

- Maintain editorial calendar for all Footsteps constituents (donors, members, volunteers, and allies)
- Serve as primary in-house designer: coordinate with Programs staff to develop written and visual content to promote Footsteps programs to members; collaborate with Development team to layout and send donor e-blasts
- Liaise with freelance designers to develop collateral materials as needed
- Provide logistical support around awareness raising and mobilizing activities including: webinars, public speaking engagements, convenings, and microgrants
- Create systems to maintain and archive member stories and photos
- Assist Communications and Field Building Manager in content creation, social media, and e-blasts as needed
- Support internal communications including biweekly staff newsletter and training staff to adhere to Footsteps style guide

### **Qualifications**

- Commitment to and passion for Footsteps' mission and values
- 1-2 years of relevant or transferable experience
- Excellent organizational skills and keen attention to detail
- Demonstrated ability to prioritize and manage multiple priorities at once while maintaining attention to detail
- Outstanding communication skills, including written, verbal, interpersonal and copy editing
- Keen eye for visual design
- Comfort working in a fast-paced, growing organization, including performing a wide variety of functions, multi-tasking, and meeting deadlines
- Proficient in at least one email marketing system

### **Desired Competencies**

- Demonstrated resourcefulness, optimism, and flexibility in approach to work
- Creative problem solver with a solutions-oriented approach
- Curious and committed to continuous learning
- Dedicated to working inclusively and collaboratively
- Tech savvy, comfortable engaging with and exploring new uses of technology to support organizational needs

**Location:** New York City, Temporarily Remote

**Start Date:** Immediate

**Salary:** \$50,000 - \$55,000

**COVID update:** All staff are required to be vaccinated and are required to wear masks while in the office. The office is currently closed to members and visitors, and all program offerings and services are happening remotely or outdoors.

**How to Apply:** Please send your resume and cover letter to [opportunities@footstepsorg.org](mailto:opportunities@footstepsorg.org) and indicate your name and "Communications and Field

Building Associate” in the subject line. We will be reviewing applications on a rolling basis, so we encourage you to apply soon.

**Team + Benefits:**

You will be joining an amazing team of passionate, mission-driven colleagues. We offer a competitive benefits package that includes: 10 vacation days in the first year; 12 paid holidays; 5 sick days; 5 personal days; summer Fridays; four weeks of paid parental leave in the first year; health, dental, and vision insurance; 3% match for IRA retirement plan; flexible spending accounts for health care and transit; and a professional development stipend.

*In recent years Footsteps has further deepened its commitment to Diversity, Equity, and Inclusion. We understand that each individual brings a unique and important perspective to the work. This is often complex and allows us to grow as an institution and as people.*

*Footsteps is an equal opportunity employer. Immigrants, people of color, formerly ultra-Orthodox individuals, LGBTQIA people, people with disabilities, and people who come from poor and working-class backgrounds are strongly encouraged to apply. Footsteps does not discriminate on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, marital or veteran status, or any other legally protected status.*

*We thank you for your interest in career opportunities with Footsteps. Due to high volume, only those candidates selected for an interview will be contacted.*