

Communications and Events Associate, Inclusive Economic Development

[New Growth Innovation Network](#) (NGIN) is a non-profit organization, focused on closing structural opportunity gaps to ensure that economically disenfranchised people of color, women, and neglected geographies are a core part of regional economic growth and prosperity. Established in 2018, NGIN is a knowledge, insight, and innovation hub, supporting economic development practitioners advance inclusive economic growth in their region. NGIN works to drive systemic change through the NGIN community of practitioners, its platform of insights, and innovations.

The Communications and Events Associate will support multiple projects and initiatives in dual capacity. On the communications side, the Associate will lead a portfolio of projects managing NGIN's social media handles and website updates, developing key messaging for each project, developing content and visual assets for specific initiatives, and supporting the NGIN community networks via a community platform. General knowledge and experience with graphic design, custom CSS and HTML coding for website platforms (such as SquareSpace, Wix, Webflow, WordPress, etc.) is highly desirable. On the events side, this position will also support NGIN's virtual and in-person events across multiple projects. Experience with delivering innovative events which bring together practitioners and create enriching learning journeys is highly desirable. Commitment and interest in inclusive economic growth is required to be successful in the position.

The following are envisioned as the main responsibilities:

- Develop clear, concise and effective communications for various external audiences with support from the NGIN team.
- Manage NGIN social media handles including posting content developed by the NGIN team as well as generating original content.
- Build and implement custom designs in CSS and HTML that will carry the NGIN brand across communication platforms.
- Develop multi-media content (videos, presentations, write-ups, posts, etc.) for different projects and initiatives through research and design.
- Collaborate with marketing firms as needed for both communication efforts and events.
- Design presentations, report layouts, informational flyers and other materials using basic graphic design skills.

- Support planning and delivery of virtual and in-person events in cities across the United States, including developing run of show, key messages and speaker engagement.

About the Candidate/Qualifications: You have 1-3 years of experience in marketing, advertising, event planning, graphic design, digital media or public relations. Experience focused on racial equity, economic justice or economic development and allied fields is a plus. You have the ability to think both critically and creatively, generating new ideas and new ways of working. You excel at working both independently as well as collaboratively within small teams. You have the capacity to rapidly acquire new knowledge, you are interested in building different marketing and communication skills, you have the organizational and time management skills to balance multiple projects concurrently, and the ability to work as member of a team in a low-structure environment.

NGIN is committed to equal opportunity and building a diverse team. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/ preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

To Apply: Submit cover letter, résumé and sample communication/marketing materials to innovate@newgrowth.org

Salary range is \$62,000 to \$67,000, commensurate with experience levels. NGIN offers a competitive benefits package with health care, matched-retirement plans, paid-time off, etc.