



Chief of Staff

Salary range: \$65,000 - \$75,000

The Chief of Staff at the National Organization for Women - New York City (NOW-NYC) and Women's Justice NOW (our charitable partner organization) (WJN) will work directly with the Executive Director (ED) to deliver campaigns and initiatives across the organization. The Chief of Staff will collaborate with the ED to translate the vision of NOW-NYC and Women's Justice NOW into relevant and timely campaigns, both online and on-the-ground. They will also provide administrative support and be responsible for a broad variety of tasks that facilitate the ED's ability to effectively lead the organization.

A key function of this role is project management and requires a highly resourceful individual with strong emotional intelligence, self-motivation, and organizational skills. This role engages across the functions of the organization, and a successful Chief of Staff will be able to strike a balance between strategy, process, and execution.

Key responsibilities:

- Advise the ED on relevant government policy, legislation, programs, and coordinate meetings.
- Work in partnership with the ED to develop and execute communications that advance campaign and organizational goals, for example, press releases, op-eds, memos of support/opposition, blog posts and other website content, and social media.
- Oversee tracking, timelines, and management of campaigns and deliverables.
- Organize state and local efforts to deliver on annual legislative priorities.
- Coordinate various advocacy events in furtherance of advocating for women's rights, including communications and event logistics.
- Assist the ED with the financial management of the organization including bookkeeping duties, payments, and banking, and work in conjunction with the Treasurer to complete financial reports for quarterly board meetings and tax filings.

Qualifications, Skills and Qualities Sought

- 5+ years relevant professional experience
- Exceptional written and oral communication skills, ability to be a quick thinker and writer
- A strong understanding of New York politics
- Strong relationship management skills and ability to lead and inspire
- Demonstrated ability to be flexible, self-directed and driven; to work independently under pressure and in a fast-paced environment; and to juggle multiple tasks and priorities

- Understanding of coalition-building, advocacy campaigns and organizing
- Demonstrated judgment and discretion
- Excellent organizational skills, including attention to detail and the ability to manage time effectively, track and follow-up on various tasks and multi-task
- Communications capability across multiple platforms, including digital and print, and experience liaising with and developing relationships with press

Application Instructions

Please send a cover letter and resume by email to hire@nownyc.org with your name and the job title in the subject line. No phone calls please.

NOW-NYC is an equal opportunity employer. Women, people of color, persons with disabilities, and LGBTQ individuals are encouraged to apply.