



## National Association of City Transportation Officials (NACTO)

**Job Title:** Communications Associate  
**Start Date:** March 2019  
**Salary:** Commensurate with experience  
**Location:** New York, NY

The National Association of City Transportation Officials (NACTO) is seeking a dynamic person who loves bringing attention to great work to join our team as a full-time **Communications Associate**. This role will support NACTO's communications work, from writing blog posts, press releases, and newsletters, to copywriting, as well as monitoring and updating NACTO's social media and communications databases. The ideal candidate has excellent writing and copywriting skills, a desire to learn, and a keen sense for translating complicated technical and policy topics to a broader audience. The position will be based in New York City with some travel to NACTO events as needed, including to the annual Designing Cities conference. This position will report to NACTO's head of communications.

### Who we are

NACTO is a nonprofit association of 74 major North American cities and transit agencies formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. Our members include cities such as Denver, Los Angeles, Cambridge, and San Antonio, and transit agencies such as Portland Tri-Met and the Chicago CTA.

Our mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life. Our staff team is nimble, passionate, results-oriented, and committed to challenging the status quo in transportation and raising the bar for city streets.

### What you'll do

Your job will be to promote NACTO's work and the work of our member cities. You will do this by writing engaging content, monitoring social media streams, and keeping NACTO's communications tools up to date. You will work with a strong, progressive group of city transportation officials and a staff that aims to turn big ideas into real projects on the ground, resulting in more just and sustainable communities throughout our network. More specifically, you will do things like:

- **Drafting communications pieces that showcase the positive change happening in NACTO cities**
  - Interviewing stakeholders and project managers, drawing out the most exciting and impactful stories for a broader public
  - Drafting blog posts and social media posts
  - Drafting newsletters
- **Ensuring NACTO's communications are error-free and accurately reflective of the organization's views and voice**
  - Copywriting reports, press releases, blog posts, and news items
  - Quickly and accurately reviewing to ensure that content sent by other members of the NACTO team is error-free and reflects the organization's style guide

- **Facilitating the administrative end of NACTO's communications work**

- Performing day-to-day maintenance and updates of NACTO's website
- Monitoring press coverage and social media mentions
- Producing press and social media reports
- Identifying reporters and social media influencers that can help amplify NACTO's messaging
- Keeping communications & marketing databases up to date
- Keeping NACTO's communications calendar up to date

### **Who you are**

We're looking for someone who is enthusiastic about communicating the great work that an organization does, in an exciting way to a broader audience. To be successful in this job, you will excel in these areas:

- **Excellent written communication skills:** You can write engaging blog posts, social media content, and newsletters that draw people in and clearly showcase a wide gamut of exciting work.
- **An inquisitive mind:** You will want to learn about the work that NACTO and its member cities perform, and in the process translate this work to a wider general public.
- **Attention to detail:** You will help keep NACTO's communications to a high standard, adhering to brand and messaging guidelines, and ensuring all published work is error-free.
- **Ability to change gears quickly:** News cycles and events move quickly - you will help the NACTO team respond quickly to opportunities and be able to prioritize your work accordingly.

### **How to Apply**

Send a cover letter, resume, and three short non-academic writing samples as one compiled PDF file to [hr@nacto.org](mailto:hr@nacto.org) with subject "Communications Associate" by January 14, 2019. Please keep this PDF to 5 pages maximum. We will consider applications on a rolling basis, and may not wait until the deadline to interview and extend offers, so we encourage you to apply as soon as possible. No calls please.

*NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.*

*Salary is based on a nonprofit scale and commensurate with experience. We offer excellent benefits, including comprehensive health coverage and a 403b contribution, and a passionate working environment.*