



Position Title: Communications Coordinator

Classification: Non-exempt

Department: Communications

Supervisor: Communications Manager

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center is considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows, and special events on Manhattan's West Side. These large-scale events have generated billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

The Communications Coordinator is responsible for assisting with all external communications strategies to position the Javits Center in a positive light. The role entails monitoring media mentions, executing social media strategy, and drafting press materials.

The hiring range for this position is \$23.07 - \$25.64 hourly. The rate of pay offered will be dependent upon the candidate's relevant skills and experience.

Interested candidates must be willing to work full-time onsite at the Javits Center and must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.

Essential Functions:

- Develop and maintain relationships with media contacts, journalists, and reporters.
- Draft press releases, media advisories, and other external communication materials.
- Assist with the coordination of press conferences and media interviews.
- Support the creation of public relations strategies that align with the company's mission and goals.
- Monitor public perception and media coverage of the company.



- Write and edit content for external communication channels, such as newsletters, websites, blogs, social media, and press releases.
- Develop and execute a social media plan across five platforms.
- Ensure consistency in messaging across all external communication materials.
- Collaborate with internal teams to gather necessary information for external communication.
- Track media coverage and public sentiment, analyzing the impact of external communications efforts.
- Prepare reports and insights for senior management on the effectiveness of external communication strategies.
- Maintain communications calendar for all external communications.
- Maintain and organize media contact database and photo archives.

Qualifications:

- A degree in Communications, Public Relations, Journalism, or a related field.
- Excellent verbal and written communication abilities.
- Understanding of PR principles, media relations, and branding.
- Understanding how to use digital platforms for external communication.
- Ability to coordinate multiple tasks and meet deadlines.
- Strong attention to detail ensuring accuracy and consistency in all external communications.
- Ability to work with multiple stakeholders and anticipate department needs.
- Previous media monitoring skills a plus.

The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.

In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities, and a workplace environment characterized by support and fairness for all.