

Community and Events Assistant Job Description

Freelancers Union is seeking a **Community and Events Assistant** to help us grow Freelancers Hub, our free coworking space in partnership with the Mayor's Office of Media and Entertainment that provides entrepreneurial skills to creative freelancers in New York City.

Job Description

Freelancers Union is a national nonprofit representing 500,000 independent workers –from graphic designers, yoga instructors, and journalists to CPAs and web developers. We support our members with advocacy, education, community, and access to insurance and other vital benefits.

We're our new Freelancers HUB in Industry City, Brooklyn and are looking for a talented **Community and Events Assistant** to assist our Hub Director manage our space and drive outreach and engagement. The ideal candidate will have a strong understanding of the NYC creative community and a knack for producing highly engaging and valuable content. We're looking for someone creative and adaptive, who can help us execute and promote educational events for freelancers as we rebuild our HUB from the ground up.

Scope of Responsibilities

- Support the Program Manager in implementing program calendar and events, organizing logistics, and coordinating with experts, attendees, and partners to ensure events run smoothly
- Collaborate with Freelancers Union team to draft and implement social campaigns, posters and other content strategies to build engagement in the program to meet strategic growth targets
- Supervise a community/coworking space, building positive relationships with the freelancer community, identifying community leaders, and leveraging member insights to identify new content areas and strategies to improve member resources
- Analyze program and outreach metrics, reporting weekly to provide insights and measure results against strategic goals

Requirements

- 3+ years experience in communications, social media, and community building
- Experience with producing events
- Passionate about working with creatives and building connections with our community
- Warm and engaging interpersonal skills; able to effectively lead meetings and represent Freelancers Union's brand
- Creative thinker and writer, with punchy and engaging tone and affinity for the NYC creative community
- Well-organized and detail-oriented, with an eye for ensuring an excellent member experience

SALARY: \$30,000 / Part time (20 - 25 hours per week)

To Apply

This is a part-time position. The position is funded by a one-year grant, which is not guaranteed renewal. To apply, please email your resume, cover letter, 1 writing sample, and relevant social media links to rafael@freelancersunion.org.