



**Title: Communications Consultant**  
**Type: 12-month consulting contract**  
**Location: Cayuga, Cortland, Madison, Onondaga  
or Oswego County, NY**

**Overview:** As part of our ongoing efforts to effectively advocate for historic properties located throughout our five-county (Cayuga, Cortland, Madison, Onondaga or Oswego) service region, the Preservation Association of Central New York (PACNY) is searching for a consultant to provide communications and operations assistance as described below. The successful applicant should be located within our five-county service region and have access to reliable transportation to perform the necessary duties. An ideal candidate will be self-motivated with the ability to work independently and meet deadlines with minimal daily supervision, as well as with guidance from the Board of Directors as required and described below. A passion for history and historic preservation is preferred!

**Note: PACNY adheres to CDC, State and local orders with regard to COVID-19. Because the health of our employees and candidates is a top priority, PACNY will be conducting our hiring process virtually and conducting interviews via phone or video until further notice. We will provide candidates selected for interviews with all the required instructions.**

### **Summary of Duties**

#### **Qualifications:**

- Associate's or bachelor's degree, or relevant experience sufficient to substitute for education. Experience working with not-for-profit and historic organizations is beneficial.
- Computer skills: Microsoft Word, Excel. Other computer program knowledge (e.g., Adobe Creative Suite) is beneficial but not required. Ability to learn new programs as needed.
- The consultant will be occasionally required to reach with hands and arms and lift or move up to 25 pounds.
- Grant-writing skills and experience is preferred but not required.
- Basic social media experience (Facebook, Instagram, Twitter) is preferred but not required.
- Wordpress skills and experience preferred but not required.

#### **Responsibilities:**

##### *General:*

- Attend all monthly PACNY board meetings (primarily held in Syracuse, NY) and events, and committee meetings as required.
- Collaborate with the Board of Directors and appropriate committees (Advocacy, Communications, Membership, Events, Governance) to promote and further initiatives as needed.

##### *Membership:*

- Maintain membership software and coordinate annual reminders to members and outreach to former members as needed.

- Check PACNY mailbox at the Hiscock-Barnes Mansion in Syracuse, New York at least once a week. Inform the Treasurer of any checks received. Update membership information based on any checks received.
- Provide acknowledgement of new and renewed memberships by mail. Develop a packet of materials to be provided to new members. Correspond with members via email as required.
- Generate thank you notes for membership and fundraising activities.
- Work with the Membership Committee and Board of Directors on initiatives to maintain and increase membership.

*Communications:*

- Coordinate quarterly newsletters to be issued via email (using Mailchimp software) and hard copy to all members in good standing. Coordinate printing and mailing of newsletter.
- Assist with media outreach for PACNY events and initiatives.
- Coordinate posts across PACNY social media (Facebook, Instagram, Twitter) with input from the Board of Directors and to coincide with PACNY events and initiatives as needed.
- Monitor voicemail, email, and social media for inquiries and comments that need to be addressed by officers or the Board of Directors.

*Other:*

- **Other duties as determined by the Board of Directors.**

Hours: The consultant will be expected to work approximately 15 hours per week. It is anticipated that some weeks (such as those including events) may require more than 15 hours of work, and therefore time worked the preceding or following week can be adjusted accordingly. **This position offers a flexible schedule and remote work is preferred. Any on-site or in-person work will follow CDC, State and local protocols regarding social distancing and use of personal protective equipment (PPE).**

Compensation: \$15,000/year to be dispensed on a monthly basis for 12 months. No benefits are included.

Duration: This is a 12-month contract that may be renewed after the term of the initial contract has expired. Renewal is at the discretion of the PACNY Board of Directors.

**TO APPLY: Please email cover letter and resume to Andrew Roblee, PACNY President, at [email@pacny.net](mailto:email@pacny.net) with “Application” in the subject line. This listing will remain open until April 16, 2021 at 5 p.m.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation or gender identity.