



Position Title: Communications Associate

Reports To: Communications Director

Salary: \$55,000 to \$60,000

Organization Overview:

The Seamen's Church Institute (SCI) is North America's largest and most comprehensive organization dedicated to the welfare of mariners and seafarers. Its mission areas span legal advocacy, policy development, chaplaincy services, and crisis support. Additionally, SCI manages the Center for Maritime Education, offering simulator-based and online training, as well as maritime feasibility studies. SCI maintains offices in New York, NY; Newark, NJ; Paducah, KY; Houston, TX; and New Orleans, LA. To gain a deeper understanding of SCI's work, we recommend visiting our website at seamenschurch.org.

Position Summary:

The Communications Associate will work closely with the Communications Director to enhance SCI's visibility and engagement through various communication channels (the Communications Director is based in New York). This role will suit a tactical communications generalist as the role includes creating, designing, and managing content for online and print platforms, developing marketing materials, overseeing social media activity, and supporting additional communication initiatives.

This position is ideally hybrid but based in the New York City metropolitan area (where SCI's administrative offices are located). Applicants residing in Newark, Houston, or Paducah—where SCI has additional offices—are welcome to apply but must be able to commute to these locations as needed. Exceptionally qualified remote candidates will also be considered, though occasional travel may be required throughout the year. While the role primarily adheres to standard work hours, occasional commitments outside these hours may be required.

Applicants should possess an understanding of the challenges of working in a small nonprofit organization and demonstrate a genuine commitment to advancing SCI's mission of supporting domestic mariners and international seafarers.

Key Responsibilities:

- Create and edit engaging content, including video, audio, and photography, using relevant tools and software.
- Develop marketing materials and collateral to support SCI's initiatives.
- Manage social media accounts, including posting and monitoring engagement.
- Assist with other communication projects to promote SCI's mission and goals.

Ideal Candidate Profile:

- Versatile Communicator: Strong skills in writing, editing, and multimedia content creation, with proficiency in relevant software and applications.
- Tech-Savvy Problem-Solver: Comfortable working remotely, quickly learning new tools and platforms, troubleshooting issues, and utilizing AI tools to support project goals.
- Collaborative Professional: A team player who can provide solutions, take direction, and be dedicated to advancing SCI's mission.
- Career-Oriented: Motivated to grow within a respected maritime nonprofit, gaining experience in both B2B and philanthropic communications. This role offers an excellent opportunity for a proactive individual to contribute to a meaningful cause while developing their career in communications.

Qualifications:

- Bachelor's degree in Communications, Journalism, English, other Humanities, or a related field.
- 1-3 years of experience in communications, marketing, or a similar role (internships and part-time roles are applicable).
- Proficient in writing, editing, and proofreading.
- Familiarity with content creation tools, programs, and online/social media platforms. Familiarity with Adobe Creative Suite or other graphic design applications is a plus
- Basic experience with media tools for capturing photos, videos, and audio, including mobile devices.
- Foundational knowledge of content management systems (CMS) and email marketing software.
- Strong organizational, reporting, and time-management abilities.
- Capability to work effectively both independently and collaboratively.

Application Process:

Candidates should submit a resume and cover letter to HR@seamenschurch.org. If you have a portfolio, include your link to previous work.

SCI is an Equal Opportunity Employer and consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.