



The Lower East Side Ecology Center has pioneered community-based models in urban sustainability since 1987. We provide unique e-waste and composting services, environmental stewardship opportunities, and educational programming to all New Yorkers to create an equitable, resilient, and sustainable city.

THE POSITION: Communications Manager

We seek a Communications Manager to support, strengthen, and grow our communications efforts. This role will play a key part in creating and implementing a communications strategy that effectively shares our mission, programs, and impact with funders, community members, and other stakeholders.

The Communications Manager will oversee digital media, and print outreach materials to amplify our voice and create meaningful, accessible content for diverse audiences. This position requires close coordination across the organization to ensure that each program's communications needs are met.

We're looking for someone who thrives in a dynamic work environment where no two days are the same. The ideal candidate is comfortable wearing multiple hats, managing competing priorities, and adapting to evolving organizational needs.

PRIMARY RESPONSIBILITIES:

- Lead organizational communication strategy in collaboration with leadership.
- Digital Content Creation & Management: Develop and manage engaging content for our website, social media platforms, newsletters, and annual reports. Ensure consistent, unified voice across channels.
 - Social Media Strategy: Monitor and manage our social media accounts, engage with followers, and develop creative content.
 - Send monthly newsletters to keep our audience up to date on our latest programming and volunteer opportunities.
 - Design targeted digital campaigns (End of Year Campaign, Fall Social, Compost Awareness Month, Earth Day, Arbor Day, etc.)
 - Website: Oversee website maintenance, updates and ensure a functional and user-friendly experience.
- Develop internal communication tools and talking points that empower staff and board of directors to talk about organization.
- Manage and execute on programmatic communication needs; coordinating with program managers across the organization to identify strategy and goals.
- Work with Development Manager to help create materials for communication with key stakeholders, including funders, city officials, community leaders, and partners.
- Manage Public Relations: Sustain and expand our media footprint, build and maintain press lists, generate press releases and explore opportunities to highlight our work in news outlets.

- Attend Ecology Center events on a regular basis and document the organization's activities through photography, participant experiences, storytelling, and other creative methods.
- Administer and optimize Google Ads campaigns to reach wider audiences and drive traffic to our programs and events.
- Coordinate the design, branding and ordering of organizational apparel, outreach materials and "swag".
- Manage relationships with outside consultants on communication projects such as designers, photographers etc.
- Develop and track key performance metrics to evaluate and refine communications strategies.
- Build systems and tools to streamline communications across a growing organization.

CORE SKILLS AND EXPERIENCE:

- At least 4 years of relevant experience in communications or a related field.
- Exceptional writing skills are a must, experience copyediting, and creative storytelling.
- Comfortable making graphics, providing design feedback and attention to design details.
- Strong organizational and administrative skills.
- Excellent people skills, ability to effectively communicate with a wide range of audiences including: staff, community and city agency partners, volunteers, and the general public.
- Self-motivated and able to prioritize tasks independently.
- Familiarity with NYC sustainability landscape, understanding of environmental justice and equitable outreach practices.
- Experience with: MacOS, Google Workspace (Docs, Sheets, Forms, etc.), Mailchimp, Canva and WordPress.

ADDITIONAL SKILLS AND EXPERIENCE PREFERRED:

- Familiarity with AirTable
- Experience managing Google Ads
- Familiarity with analytics tools
- Experience with the Adobe Creative Cloud
- Basic photography and/or video editing
- Familiarity with HTML
- Other spoken languages

COMPENSATION AND BENEFITS:

- This is a full-time, salaried position. The salary range for the position is \$70,000 to \$85,000, commensurate with skills and experience. The Ecology Center contributes towards a health care plan and offers a 401K matching plan. New employees are offered 10 paid holidays, 15 days of vacation, 5 personal days and 5 safe/sick days.
- This role is hybrid/flexible with an expectation to work from our office located in the Lower East Side.

HOW TO APPLY:

Qualified candidates should fill out the [Communications Manager Application Form](#).

If you need help navigating issues with the form please contact: info@leseecologycenter.org

Applications will be reviewed on a rolling basis with a final deadline to apply is September 4, 2026 at 11:59pm.

No phone calls, please.

Diversity, Equity, and Inclusion is core to the mission at the Lower East Side Ecology Center. The Ecology Center is an equal opportunity employer and does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability.

For more information, visit: www.lesecologycenter.org