



JOB VACANCY NOTICE

Communication Specialist \$60,000 - \$80,000

Since 1917, the Teachers' Retirement System of the City of New York (TRS) has been building better tomorrows for the educators of New York City. TRS serves over 215,000 members with a mission to provide them retirement, disability, and death benefit services.

TRS' Public Information Office (PIO) is responsible for the agency's mass communications. Within PIO, one team directly supports the development of TRS' new pension administration system, ASPEN.

Job Description

As a Communication Specialist, you'll play a crucial role in managing and coordinating both internal and external communication for our organization. Your responsibilities will include developing effective communication strategies, drafting content for various channels, and maintaining a positive public image. If you have exceptional communication skills, experience in corporate communications, and a positive attitude, we'd love to have you on our team!

We seek a candidate with a strong work ethic, adaptability, excellent communication skills, and patience. These qualities are essential for thriving in our dynamic work environment. The ideal candidate should have a passion for writing, a desire to learn about TRS's benefits and services, and a positive attitude.

Responsibilities

- Utilize your knowledge of TRS's products and services to create and update letters, forms, screen content, error messages, and online help resources.
- Coordinate internal reviews and approvals, ensuring smooth communication channels. Deliver approved content to the technical team for development.
- Review test versions of letters and screens for accuracy of content and ensure that all information is precise and aligned with TRS's standards.
- Write and edit explanatory materials, including articles, brochures, and frequently asked questions (FAQs). These materials play a crucial role in conveying information to stakeholders.
- Utilize Azure and other tools to log and track the status of deliverables.
- Provide editorial and writing support to other teams within the PIO (Public Information Office).

Minimum Qualifications Requirement

- Bachelor's degree in public relations, communications, or a relevant field strongly preferred.
 - 3+ years of experience in communications, journalism, public affairs, or a related field.
 - Ability to take long form content and/or technical writing and create concise, instructive copy.
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Preferred Skills in Addition to Minimum Qualifications

- Experience in areas of business writing, benefits, business operations, financial services, and/or government. Proven experience as a Communication Specialist preferred.
 - Experience in financial services, health care, education and/or mission-driven organizations preferred.
 - Strong proofreading skills and attention to detail in all areas of work.
 - Ability to work effectively with subject matter experts on complex topics.
 - Outstanding organizational and planning abilities.
 - Strong copywriting and editing skills.
 - Solid understanding of project management principles.
 - Excellent oral and written communication skills.
 - Proficient in MS Office; familiarity with photo and video-editing software.
 - Web design and content production experience is a plus.
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Competencies

- **Effective Communications:** Consistently communicates with clarity and thoroughness to optimize member or colleague's understanding.
 - **Flexibility:** Reacts and adjusts positively to adapt to new ways of doing things.
 - **Commitment:** Actively takes ownership for tasks, problems, or outcomes they are involved with.
 - **Learning Agility:** Willingness to learn from experience and individuals, and subsequently apply those lessons to perform successfully in new or first-time situations.
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What We Offer

TRS NYC offers a comprehensive benefits package:

- The target range of base salary in this role is \$60,000-\$80,000. Actual base compensation is influenced by a wide array of candidate factors, such as skill set and level of experience;
 - 9a-5p schedule and hybrid work schedule, work/life balance;
 - PTO, holidays, sick leave;
 - Health benefits, dental and vision coverage, prescription drug plans, Flexible Spending Programs (FSA), and commuter benefits plan;
 - Retirement savings plan (New York City Employees' Retirement System);
 - U.S. Savings Bonds;
 - Professional development;
 - Scholarships and college savings program;
 - Employee Assistance Programs (EAP);
 - Public Service Loan Forgiveness (PSLF)
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To Apply

Please email your resume and cover letter to Careers@TRS.NYC.NY.US by July 29, 2024.

Note: We appreciate every applicant's interest; however, only those under consideration will be contacted. Certain residency requirements may apply.

The Teachers' Retirement System of the City of New York is an Equal Opportunity Employer