



Job Vacancy Notice

Functional Title: Technical Communications and Content Lead

Department: Office of Communication

Job Type: Full-time consultant

Duration: 9-15 months, with potential extension

Rate: \$65/hour - \$75/hour

Location: Hybrid (New York, NY)

About TRS

Since 1917, the Teachers' Retirement System of the City of New York (TRS) has been securing better futures for NYC educators. With a pension fund valued at approximately \$120 billion, TRS serves over 215,000 members, providing them with retirement, disability, and death benefit services.

Position Summary

TRS' Qualified Pension Plan (QPP) is a defined benefit plan that provides members with a monthly retirement allowance upon meeting certain eligibility requirements. TRS members can also enhance their benefits with a 403(b) program, known as the Tax-Deferred Annuity (TDA), which offers multiple investment options and tax-deferred earnings. TRS is expanding this program to include a Roth option as of January 2026.

TRS' Communications Department is seeking a seasoned communications professional to create collateral to support the Roth product launch. Deliverables will be primarily explanatory/educational materials for participants that fulfill disclosure requirements and compare the new Roth TDA product with the traditional TDA option.

The ideal candidate will have prior experience with Roth 403(b) products, a strong understanding of retirement planning concepts, and the ability to write effectively about pre-tax and post-tax retirement investment instruments. We are looking for a flexible, detail-oriented communicator with excellent writing skills and transferable expertise.

Key Responsibilities

- Develop and implement effective communication strategies for the Roth TDA product launch, including drafting, revising, and finalizing material in collaboration with TRS leadership.
- Research and identify content needs, creating material to document and compare the Roth TDA and traditional TDA products, and integrating Roth TDA content into existing TRS communications.
- Establish timelines and production schedules for content development and collaborate with internal design team to ensure deliverables align with TRS branding and style standards.

- Contribute to an outreach campaign by drafting emails, announcements, social media posts, and newsletter articles to educate TRS members about the Roth TDA.
- Provide editorial support for publications and other communications, enhancing materials with Roth 403(b) expertise.
- Attend project meetings, share ideas for Roth-related collateral, and deliver consistent, on-brand messaging that clearly highlights the distinctions and benefits of TRS TDA products.
- Offer recommendations on messaging formats, stay organized in a fast-paced environment, and utilize online collaboration tools such as Microsoft Teams and Zoom.
- Adhere to TRS editorial guidelines and policies throughout the content development process.
- Create FAQ's and user-friendly guides and ensure compliance with regulatory requirements while integrating Roth TDA content into TRS communications.
- Analyze communications campaigns, report on engagement metrics, and provide training or updates to TRS staff on new materials to ensure consistent messaging across the organization.

Minimum Qualifications

- Bachelor's degree in communications, Marketing, Journalism, or a related field.
- At least 5 years of professional experience in communications, preferably in financial services, retirement planning, or a related industry.
- Proven experience developing and executing effective communication strategies and campaigns.
- Strong writing, editing, and proofreading skills, with the ability to explain complex financial topics clearly and accurately.
- Proficiency in collaboration and online tools (e.g., Microsoft Teams, Zoom).
- Comprehensive knowledge of retirement products, including Roth 403 (b) options, and familiarity with the implications of SECURE Act 1.0 and 2.0.
- Demonstrated ability to manage projects independently, incorporate feedback effectively, and deliver high-quality content within deadlines.
- Exceptional organizational and communication skills, with the capacity to multitask in a dynamic environment.

How to Apply

Interested candidates are invited to submit their resume and cover letter to Careers@TRS.NYC.NY.US with the subject line “**Technical Communications and Content Lead** – [Your Name].” Please ensure all documents are in PDF format. Applications will be reviewed on a rolling basis until **Friday, May 2, 2025**. Only qualified candidates will be considered.

TRS is an Equal Opportunity Employer