



Communications and Development Associate

The Institute for Policy Integrity at New York University School of Law (policyintegrity.org) is seeking a Communications and Development Associate to assist with communications; grant writing/reporting; events; research and advocacy projects; and organizational operations.

About the Institute for Policy Integrity

Housed at New York University School of Law, the Institute Policy Integrity (“Policy Integrity”) is a non-partisan think tank dedicated to improving the quality of government decisionmaking. Our principal focus is U.S. energy and environmental policy, with a particular emphasis on climate change. We produce original scholarly research in the fields of economics, law, and regulatory policy. We also advocate for reform before courts, legislatures, and executive agencies.

Position Summary

The Communications and Development Associate will play a key role in our communications and development efforts, and work with attorneys, economists, and other staff members on a variety of efforts related to climate, energy, and environmental policy. Reporting to the Strategy Director, duties will include:

- Writing and editing content for website, newsletters, and other publications
- Writing grant proposals and reports, and assisting with other development activities
- Maintaining our website, overseeing/editing our blog, and managing social media
- Assisting with press release drafting, press list compilation/management, and media outreach
- Helping organize and promote in-person and virtual events
- Tracking our media exposure and compiling press clips
- Monitoring state and federal policy developments
- Providing editorial support for reports, opinion pieces, and academic papers
- Providing occasional support on research and advocacy projects

Qualifications

- Strong writing, editing, and communication skills
- Multi-tasking skills and the ability to juggle multiple projects
- Facility with social media platforms (Medium, Twitter and LinkedIn)
- Ability to learn and write about legal, economic, and policy issues
- Interest in climate, energy, and environmental policy a plus
- Graphic design and/or photography skills a plus
- Bachelor's degree

Policy Integrity is committed to a culture in which all people are welcomed, respected, supported, and valued to fully participate. We welcome and encourage applications from diverse applicants, and we consider multiple aspects of diversity.

NYU is an Equal Opportunity Employer and is committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, alienage, caregiver status, childbirth, citizenship status, color, creed, disability, domestic violence victim status, ethnicity, familial status, gender and/or gender identity or expression, marital status, military status, national origin, parental status, partnership status, predisposing genetic characteristics, pregnancy, race, religion, sex, sexual orientation, unemployment status, veteran status, or any other legally protected basis. Women, racial and ethnic minorities, persons of minority sexual orientation or gender identity, individuals with disabilities, and veterans are encouraged to apply for vacant positions at all levels.

Benefits and Terms of Employment

In compliance with NYC's Pay Transparency Act, the annual base salary range for this position is \$60,000 - \$80,000. New York University considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer.

NYU offers an excellent, comprehensive benefits package including generous paid time off and retirement contributions. Information about benefits can be viewed [here](#). Partial relocation assistance (exact amount based on distance) will be provided. Policy Integrity staff members also have access to academic enrichment opportunities at NYU School of Law, including some faculty workshops, colloquia, and other scholarly forums.

Policy Integrity follows a hybrid schedule that requires three days in our New York City office per week.

To Apply

Applicants should submit:

- (1) a cover letter detailing your interest in the position and your relevant experience,
- (2) a resume,
- (3) a short writing sample,
- (4) a brief statement on how your background or experiences would enhance the diversity, inclusivity, and perspectives of Policy Integrity, and
- (5) the names of two to three references.

All materials should be sent to policyintegrity.jobs@gmail.com, with "Communications and Development Associate" in the subject line. The review of applications will begin March 13, 2023. Position will be open until filled.