



Red Hook HUB Communications Fellow Job Description

Position: Red Hook HUB Communications Fellow

Reports to: Red Hook Hub Project Manager

Summary/Description: Red Hook Initiative (RHI) is a community center in Red Hook, Brooklyn. RHI believes that social change to overcome systemic inequities begins with empowered youth. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community and society. We envision a Red Hook where all young people can pursue their dreams and grow into independent adults who contribute to their families and community.

The Red Hook HUB Communications Fellow maintains the Red Hook HUB communication system under the guidance of the Red Hook Hub Project Manager. The Red Hook HUB consists of local bulletin boards, weekly bulletins, a website and social media presence that aims to collect all Red Hook neighborhood information and organize it for easy dissemination to the Red Hook community. The position requires a unique mix of interpersonal relationships as well as strong skills in using digital tools, information organization and neighborhood outreach. The HUB Fellow will be responsible for collecting neighborhood information, organizing it according to HUB guidelines, and posting it to the various outlets of the HUB in a timely fashion.

This position will also support the Red Hook Hub Project manager in fulfilling the goals of the RHI content creation and community engagement calendar. This will include the creation of locally relevant content to be featured on redhookhub.org, joining and hosting community events, and encouraging community members to actively join in the work. This is a part-time and temporary position, approximately 20 hours per week.

Responsibilities: The responsibilities of the Red Hook HUB Communications Fellow include but are not limited to:

- Manage all HUB /input streams/social media: websites, Twitter, Facebook, Instagram, weekly email bulletin, paper submissions and hotline
- Manage www.redhookhub.org: Add posts, filter posts, organize posts according to HUB guidelines, moderate anonymous posts, manage database
- Organize and maintain physical HUB installations- HUB bulletin board, HUB ticker, Hublets
- Act as liaison between community and Red Hook HUB-- promote the work of the HUB and establish relationships across the neighborhood that encourage information sharing
- Support Red Hook Hub project manager with meeting Red Hook WIFI content creation and community engagement calendar goals
- Support the planning and execution of social events and special activities in keeping with overall Technology program goals.
- Additional tasks as the project progresses

Skills, Knowledge and Abilities:

- Excellent verbal and written communication skills

- Able to navigate social media sites, backend administration of Wordpress.org, database management
- Knowledge of Red Hook neighborhood and community
- Prior experience engaging community members in a project
- Able to travel to all parts of the Red Hook neighborhood
- Skilled at navigating smartphone apps and computer and web based programs
- Must be enthusiastic about community-based work
- Detail-oriented with proven ability to keep accurate records.
- Strong organizational, planning, and problem solving skills.
- Ability to work independently.

Education and Qualifications:

- Bachelor's degree preferred, but not required
- English/Spanish, Bilingual preferred

To Apply: Please submit your resume, cover letter and salary requirements to Maddy@rhicenter.org with "HUB Fellow" in the subject line.