

Communications and Marketing Coordinator

For more than 30 years, the James Beard Foundation has championed chefs and other culinary professionals while highlighting the centrality of food culture in our daily lives.

Through the James Beard Awards, unique dining experiences at the James Beard House and around the country, scholarships, hands-on learning, and a variety of industry programs that educate and empower leaders in our community, the Foundation has built a platform for chefs and asserted the power of gastronomy to drive behavior, culture, and policy change around food.

To this end the Foundation has also created signature impact-oriented initiatives that include our Women's Leadership Programs aimed at addressing the gender imbalance in the culinary industry; advocacy training through our Chefs Boot Camp for Policy and Change; and the James Beard Foundation Leadership Awards that shine a spotlight on successful changemakers.

As an organization we are committed to giving chefs and their colleagues a voice and the tools they need to make the world more sustainable, equitable, and delicious for everyone.

The Communications and Marketing Coordinator will report to the Marketing Manager and will be based in Flatiron, NYC.

Responsibilities:

- Create and manage website pages on jamesbeard.org
- Manage and execute website updates from all departments
- Assist with email and social promotions and scheduling
- Assist with onsite social media event coverage as needed
- Work with communications team to update intranet and other internal communications
- Work with communications team on press releases and toolkits for event and program participants
- Schedule event photographers and process photo requests
- Write and edit event menus, editorial content, recipes, and marketing materials
- Keep print archives and assist with digital archives
- Assist with scheduling and expense reports for vice president of communications as needed

Requirements:

- Excellent time-management and organizational skills
- Understanding of multiple social media platforms
- Tech savvy, proficient in Microsoft Suite including Excel and PowerPoint, and Mac Keynote

- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Team-oriented with a willingness to contribute where/as needed
- Interest or experience in culinary industry

There are many benefits to a career at JBF. In addition to working to promote a good food world through thought leadership, education, and advocacy, JBF offers its employees a dynamic work environment with benefits including medical, dental, life insurance, 403(b), and generous paid time off. Additional perks include TransitCheck, discounted health club memberships, and eight complimentary passes annually to dine at James Beard House.

At JBF, we enjoy working in a team-based environment and value the benefits of a diversified workplace. JBF is an equal opportunity employer and does not discriminate based on age, citizenship, color, creed, physical or mental disability, ethnicity, family responsibilities, gender identity and expression, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. JBF is committed to the maintenance of a drug-free workplace and ensuring compliance with Drug-Free Workplace Act of 1988.

Please submit your resume and cover letter with salary requirements to hr@jamesbeard.org. Please include Communications and Marketing Coordinator in the subject line. Qualified candidates will be contacted by phone and/or email.