

RUSSELL SAGE FOUNDATION
112 EAST 64TH STREET
NEW YORK, NEW YORK 10065

COMMUNICATIONS ASSOCIATE & STAFF WRITER

The Russell Sage Foundation is the principal American foundation devoted exclusively to research in the social sciences. Located in New York City, it is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation's social science community. The Foundation also publishes, under its own imprint, the books that derive from the work of its grantees and Visiting Scholars and an open-access journal of the social sciences.

JOB TITLE: Communications Associate & Staff Writer

JOB SUMMARY: The Communications Associate & Staff Writer is responsible for writing all promotional copy for the foundation's general communications and book marketing campaigns, creating and managing content for the foundation's website, and assisting in publicizing the foundation's research and publications to the general media, policymakers, and book buyers. The Communications Associate & Staff Writer reports to the Director of Communications and must work closely with staff in a number of departments.

JOB DESCRIPTION:

- Works closely with grantees, visiting scholars, authors, and program staff to prepare accessible text, graphic, and, when applicable, video formats for RSF-supported research.
- Writes book marketing copy for two seasonal catalogs and book press releases and other promotional materials.
- Writes and produces monthly e-newsletter, "The RSF Bulletin."
- Writes and manages content for the RSF website, including content related to grants and visiting scholars, and posts regular updates to the foundation's social science research blog.
- Writes and manages the foundation's newsfeeds and social networking accounts.
- Works closely with the director of communications in promoting foundation publications and research to print, broadcast, and online media.

QUALIFICATIONS OR REQUIREMENTS:

- A B.A. or advanced degree in communications, journalism, English, or one of the social sciences (sociology, economics, or political science preferred).
- A strong understanding of both the qualitative and quantitative aspects of the social sciences.
- Some professional experience in writing, editing, and proofreading, with the demonstrated ability to translate complex research findings into engaging and accessible prose.
- Some professional experience in book publicity and marketing preferred.
- A firm understanding of internet trends and technology.
- The ability to work well under deadline.

HOW TO APPLY:

Please submit a cover letter, resume and three brief writing samples of three to five pages each to jobs@rsage.org. The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and an exceptional benefits package. Salary is commensurate with experience. No phone calls please. Only qualified candidates will be contacted for an interview.