Position Announcement

Boston Society for Architecture
Temporary Communications Coordinator

Organization

The Boston Society for Architecture (BSA) is a membership-led organization dedicated to improving the quality of life for Boston-area residents by championing innovation in the built environment. At the heart of our organization are world-renowned architects, designers, engineers, builders, and other industry professionals who have tackled built environment challenges facing our region for more than a century.

About the Role

The BSA seeks a temporary (two- to four-months) communications coordinator to work on the tasks outlined below. The BSA is ideally seeking a full-time communications coordinator, but will consider individuals who only want to work part-time. The position can be hybrid or fully remote, with flexible hours, Monday-Friday.

Newsletters:

- Proof and review content for newsletters
- Research/select staff and stock photos, crop as needed, draft captions and credits
- Lay out and disseminate newsletters in MailChimp
- Track MailChimp analytics and report out regularly to the team

Website:

- Proof and review content for news items
- Lay out news items and articles on the platform
- Research/select, size, and insert photos
- Track data in Google Analytics and report out regularly to the team

Jobs Board:

- Manage postings to jobs board

Media:

- Develop a media list of reporters who cover the built environment
- Assist with dissemination of press releases, as necessary
Photo Files:

- Organize photo files

Handle other tasks, as requested.

Experience

The ideal candidate:

- Has experience working in MailChimp and/or other email platforms
- Has experience working in content management systems, such as WordPress or Craft
- Is extremely detailed oriented
- Is well organized and delivers on deadline
- Has strong writing skills
- Is a team player and willing to roll up their sleeves and do whatever is required to get the work accomplished
- Knowledge of Google Analytics a plus
- Familiarity with Photoshop, basic photo editing, and/or photo organization a plus

The hourly rate for this role is $37/hour.

The BSA is passionate about fostering an inclusive and respectful work environment and values diversity in all its forms. Applicants of all race, color, religion, sex, gender identity and/or expression, sexual orientation, education, national origin, marital status, genetics, disability, age, veteran status and diverse backgrounds are encouraged to apply. Candidates must be authorized to work in the United States.

**How to Apply:** Please send a resume and optional cover letter to editor@architects.org and include “Temporary Communications Coordinator” in the subject line.