

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.