

COMMUNICATIONS COORDINATOR – PART TIME

Sigma Xi, The Scientific Research Honor Society seeks a part-time communications coordinator to assist with writing and digital content creation for the organization. Reporting to the manager of communications, the 20-hour/week position will work remotely, with the potential for occasional work at the Society's headquarters in Research Triangle Park, North Carolina.

Sigma Xi is an international, multidisciplinary, membership-based organization with more than 100,000 elected members and 500 chapters. The Society's mission is to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public's understanding of science for the purpose of improving the human condition.

SUMMARY

The communications coordinator will work closely with the manager of communications to oversee the public-facing profiles and voice of the organization. The primary duties of the communications coordinator will center around content creation, specifically short form writing and graphics work for social media platforms, websites, and newsletters. Secondary duties will include compiling analytics reports, monitoring and nurturing online engagement, and other projects based on skillset and experience.

The successful candidate should have an understanding of voice, content, and engagement strategies for mainstream social media platforms, including Twitter, Facebook, Instagram, and LinkedIn. A passion for online community outreach, finding and growing audiences in new places, and nurturing conversations on community forums is preferred. Candidates should have a good grasp of proper editorial standards, grammar, strong attention to detail, and above average writing ability for a variety of platforms and audiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create and share new, daily social media content across Sigma Xi's Twitter, Facebook, Instagram, and LinkedIn profiles.
- Explore new platforms and relevant online communities to expand the organization's voice, brand recognition, and digital presence.
- Monitor and nurture brand-relevant online activity (e.g. comments, likes, mentions, retweets, relevant hashtags, etc.)
- Work with Communications Manager to develop new strategies that foster growth and engagement.
- Create content for email marketing campaigns and digital newsletters.
- Create, update content on organization's public-facing websites.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience creating and managing brand content on mainstream social media channels
- Above-average grammar, writing, spelling, editorial skills
- Knowledge/experience with google analytics and social media insights
- Experience working within website content management systems
- Basic HTML coding knowledge
- Experience with Photoshop and/or Canva
- Experience with other Adobe CC tools
- An interest in science and/or the scientific research community

EXPERIENCE

- At least 1 year of professional experience in a communications or marketing-related role is preferred.

EDUCATION

- Bachelor's degree in communications, journalism, media, marketing, or related field is preferred. A science-related degree/background with communications experience will also be considered.

WORK CONDITIONS

This is a part-time hybrid remote/office position based out of the Research Triangle Park headquarters. Some night and weekend work occasionally required.

PHYSICAL DEMANDS

This position requires the ability to sit or stand, speak, hear, see, and lift small objects up to 10 lbs. The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION AND BENEFITS

Salary commensurate with experience. Employer-sponsored health insurance with the option to select between comprehensive, valuable plans. Premier dental and vision plan. 403(B) retirement plan, to which employer begins contributing upon completion of one year of service. Short-term and long-term disability upon completion of one year of service. Generous paid time off including vacation, holidays, personal/sick days, and parental leave. Flexible scheduling, depending on position. Work that engages a diverse and dynamic community of educators and learners, with the shared vision of shaping a better future for scientific researchers.

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**Sigma Xi offers competitive salaries, attractive benefits, and a collegial work environment.
Please send resume and cover letter indicating salary requirements to:**

Jasmine Shah

Director of Finance and Administration
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Research Triangle Park, NC 27709-3975
Email: hrdept@sigmaxi.org.

Sigma Xi is an Equal Opportunity Employer.