



Communications Lead Job Description

About SciArt Exchange

SciArt Exchange is a 501(c)(3) nonprofit that aims to bring science and technology together with art, to engage people of all ages, backgrounds, and affiliations, in the future of space exploration while promoting scientific innovation and teamwork. SciArt Exchange offers global multi-disciplinary art contests and artwork events, consulting, training, and community resource services, to support science and technology education, and creative problem solving. As SciArt Exchange is entering into an exciting period of growth, financially and strategically, we are looking for a passionate and dedicated new team member to help develop and grow its mission and enhance its impact. Learn more about SciArt Exchange at www.sciartex.net.

Communications Lead Role

The Communications Lead will develop and execute communications plans for the organization as well as activities related to our program-associated projects. The ability to run existing projects and build upon them is a highly desired talent. Reporting to and working closely with the Executive Director, the Communications Lead will be responsible for co-planning & leading/implementing communications, social media, marketing, and public outreach strategies/tactics. This organization is in a growth phase and each member, including staff and volunteers, works to enable and carry out the activities that align with our mission and goals.

Responsibilities

Leadership

- Identify, collaborate with, and manage future interns, contract labor and volunteers as needed.
- Communicate with the Executive Director, board of directors, and project partners in a professional manner.

Operations

- Work with the Executive Director and other members of the leadership team to translate the strategic program goals into specific operational implementation objectives relating to communications, marketing, social media, and public outreach.
- Plan and implement tactics for contests and other programs/projects.
- Co-develop and follow a budget relating to communications and/or in support of grant requests.
- Create project-related policies, tools, platforms, and other procedures and elements via his/her own activities or oversight of contractors and volunteers as provided by project resources.
- Plan and develop monthly editorial calendars for social media content.
- Develop and report on analytics/metrics of social media and determine the impact of communication strategies and tactics.
- Manage and execute or oversee the day-to-day communications necessary to ensure that the activities achieve objectives.
- Update and maintain SciArt Exchange website and Social Media platforms. Create, update, and maintain style guides for SciArt Exchange website and Social Media platforms.
- Develop and implement strategies/tactics for an SciArt Exchange newsletter.
- Interface with project participants and other users and partners as needed.
- Ensure that all communications activities are monitored and updated in a timely manner.
- Report quarterly to the Board on project activities.

- Other duties as assigned.

Ideal Skill Set and Qualifications

- Bachelor's degree minimum: communications or marketing field preferred. Master's degree beneficial.
- 3 years or more nonprofit project experience in communications/marketing at the organizational and project level.
- Remote or in person management experience including ability to manage online (and often international) activities via software, internet communications, and technology.
- Mission driven ideology.
- Excellent interpersonal and communication skills oral and written.
- Comfort with space exploration, science and tech information, and the arts (visual, literary, film, music, etc.)
- Sensitive, respectful, and attentive to the diverse population.
- Willing to explore innovative solutions to organizational challenges.

Location and Preferred Qualifications

- The job is primarily remote since the organization is largely virtual and operates via digital materials and electronic communications and meetings.
- Living in the Greater Houston area is ideal to allow some in-person meetings, but not required. We will not reimburse relocation costs.
- Experience in on-line and live events and exhibits is highly desirable.

Compensation

This is a part-time position (20 hours a week) for a 6-month trial period, with the opportunity to increase if mutually desired. Salary will be commensurate with education, training, and experience but will typically range from \$35-50K at the equivalent full-time level (\$17.5-25K part-time).

Application:

To apply for this opportunity, send your Cover Letter; a Resume or CV; two or three potential References we can contact; and a link to a portfolio or individual key writing samples that will help with the decision-making process in PDF format to: info@SciArtEx.org. No incomplete applications will be considered.

All applications are treated as strictly confidential, with personal details only available to the members of the Selection Committee until a final candidate is identified. Prior to final approval, employee onboarding is contingent upon clear results of a thorough background check.

Deadline:

Oct 26, 2022, at 5 PM US Central Time.