POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Communications Manager
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: The Renaissance Society of America, Rose Hill

OVERVIEW:
The Communications Manager will be responsible for organizing and administering the electronic communications of the Renaissance Society of America (RSA), including member emails, social media communications, and website strategy and maintenance. The manager will report to the RSA’s Executive Director and collaborate with other RSA staff to accomplish the following duties:

RESPONSIBILITIES:
• Develop and maintain an annual schedule of bulk mail, website, social media, and other postings and communications.
• Assist with drafting and coding messages to members, including announcements, updates, and reminders related to the Annual Meeting and fellowships and grants programs.
• Assist with crafting and maintaining website content, including attention to appearance, navigation, and functionality.
• Post the content of “News and announcements” forms on website and social media.
• Produce monthly newsletter, Renaissance News.
• Assist with drafting and mailing thank you letters to donors.
• Assist with promotion of the journal and book series.
• Process publications permissions.
• Maintain RSA profile with affiliate organizations such as AHA, CAA, NHA.
• Assist with preparing documents for the Annual Meeting.
• Assist with on-site logistics at the Annual Meeting.

QUALIFICATIONS:
• Bachelor’s Degree preferred, in a humanities field.
• Strong writing and proofing skills, with a close eye for grammar and detail.
• Basic knowledge of Word, Excel, Adobe Photoshop, HTML, and CSS.
• Familiarity with Mailchimp and YourMembership software desirable.
• Knowledge of the academic world preferred.
• An interest in Renaissance studies preferred.
• Ability to take constructive feedback.
• Open to working on other projects as they may arise.

SALARY: Commensurate with experience

FLSA CATEGORY: Non-exempt

START DATE: ASAP

TO APPLY: Carla Zecher
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