Job Title: Associate for Communications and Research
Department: Programs, Advocacy and Action (PAA) / Strategic Communications Unit
Reports to: Associate Director of Strategic Communications
Position: Exempt, Full-Time (35 hrs/week)
Grade: 5 (Bargaining Unit)

Summary: The Associate for Communications and Research will play a pivotal role in moving forward UUSC’s communications and research programs. The associate will assist both the Associate Director of Strategic Communications and the Digital Strategist for Mobilization and Engagement in implementing a robust digital engagement program, ensuring a solid brand identity for the institution, developing a strong media outreach strategy, and managing the day-to-day operations of the communications unit. The Associate will also support the administrative needs of UUSC’s research unit and on occasion serve as back-up support to PAA staff teams.

Essential duties and responsibilities may include, but are not limited to:

Strategic Communications Support
- Assist with media relations efforts including outreach, media database management and other tasks as needed.
- Work with external consultants on creating, scheduling, and setting deadlines for graphic design, video, and other new media projects.
- Update the Strategic Communications unit’s editorial calendar and help to coordinate key communications activities including blog writing, micro-campaign planning, social media strategizing, and earned media engagement.
- Regularly update the PAA Department’s cross-unit editorial calendar and ensure that key activities are incorporated into strategic communications editorial calendar.
- Maintain, update, post and archive information on Flickr and YouTube.
- In coordination with Strategic Communications team, coordinate and implement content population of Medium, and Instagram social media channels, tracking metrics and developing measures of success.
- Under the strategic direction of the associate director of strategic communications, create and manage photo collection and photo storage process for PAA, ensuring all photo assets are archived in internal (Dropbox) and external-facing (Flickr) photo management systems. Work across organization to support staff in accessing these photo management systems and ensure these systems are up to date with appropriate meta data including file name, date, photo credit, and brief caption. Manage same process for video assets, which will be stored on YouTube.
- Serve as a backup for digital strategist for mobilization and engagement in managing UUSC’s WordPress website, social media platforms, and the technical setup of e-actions on the Phone2Action digital advocacy platform.
- As needed, create informative graphics for digital media platforms to advance the institution’s visual content strategy.
- Perform other communications tasks as assigned.

Administrative Support for Communications & Research teams
• Provide general team and meeting support, including note taking, setting up phone or technology for meetings, ordering supplies, and submitting and filing information and documents for the team.
• Process check requests and prepare UUSC credit card reconciliations.
• Tracking budget expenditures and assisting with the annual budget development process.
• Schedule and organize meetings or events including supporting outreach, arranging catering, or ordering supplies. Provide additional support for events as needed.
• Respond to general inquiries on behalf of the team, including emails to the general info@uusc.org email account, or refer inquiries as appropriate.
• Conduct data entry in Salesforce, Pardot, Flickr, Fluxx, or other databases as needed. Pull and analyze data as needed to support team goals.
• Support research team by coordinating data management and organization and data entry as needed.
• Maintain subscriptions, memberships, or accounts for the teams.
• Assist with initiatives, events, and campaigns, through organizing support, research, or other activities.
• Perform other duties as needed and as assigned, consistent with the role of the position.

Qualifications
• Proven experience providing administrative support in a fast-paced, non-profit environment; at least three years of experience is required.
• Ability to support others with their use of online communications and advocacy tools.
• Competence in Adobe Photoshop and other web-related software applications preferred. WordPress, HTML, CSS, PHP, and Drupal skills are a strong plus. SEO and SEM knowledge/experience a plus.
• Demonstrated experience developing, creating and managing engaging digital media content on websites and social media, such as Twitter, Facebook, Instagram, and YouTube, while working closely within a collaborative, creative team.
• In-depth working knowledge and understanding of digital engagement strategies.
• Strong writing, editing and communication skills.
• Experience creating and managing content on websites and social media, such as Twitter, Facebook, Instagram, and YouTube.
• Proficiency with computers, including prior experience with Microsoft Office (Word, Excel, PowerPoint) and database systems; experience with Salesforce a plus.
• Excellent interpersonal and communications skills, with ability to work independently and as part of a team. Ability to effectively manage internal and external communications, as directed by supervisor.
• Close attention to detail is essential, as is the flexibility to respond to changing priorities.
• Strong organizational and time-management skills, with excellent writing, editing, and research skills.

Preferred:
• Commitment to human rights and social justice issues, with a positive identification with UUSC’s mission.
• Experience in communications disciplines, such as media/public relations, digital and web, creative and design.
• College degree preferred or equivalent experience.

Compensation and Benefits:

Starting Annual Salary: Competitive salary based on experience (starting annual salary between $52,560 to $56,500 per year).

Employment Benefits: UUSC offers a generous benefits package including: health, dental, and life insurance, STD/LTD, 403(b) tax deferred annuity, retirement plan with 9% of salary contribution to pension plan after 1 year of job retention, flexible spending plans for medical and dependent care, commuter allowance, and generous paid time off.

Non-Discrimination and Equal Employment Opportunity: UUSC is highly committed to the principle of equal opportunity in employment. People of color, LGBTQIA individuals, and people from other diverse communities are encouraged to apply.

Interested candidates may email a cover letter and résumé in confidence to: employment@uusc.org or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources) 689 Massachusetts Avenue, Cambridge MA 02139.

For more information about the Unitarian Universalist Service Committee, please visit the UUSC website at: www.uusc.org.