



Communications Specialist

The American Association for Anatomy (AAA) is a small international membership organization, with 2,500 biomedical researchers and educators specializing in the structural foundation of health and disease. AAA connects gross anatomists, neuroscientists, developmental biologists, physical anthropologists, cell biologists, physical therapists, and others to advance anatomy through research, education, and professional development.

AAA is seeking an experienced communications professional with impeccable copywriting skills to create, implement, and manage strategies that advance the mission of the organization as well as increase the visibility and significance of the science among members, the public, and the press. Key skills include content development, project management, and strategic communications.

Duties and Responsibilities:

- Creates, implements, and manages strategic communication plan, analysis and reporting to measure results and achieve goals
- Creates and manages the editorial calendar, blog posts and social media strategies.
- Writes press releases, newsletter articles, marketing/promotional emails, speeches, talking points and targeted messaging to promote the association and its members
- Liaises with media and handles requests for interviews, statements etc.
- Establishes goals, metrics, and reporting for monitoring and measuring success of communications initiatives
- Coordinates media and marketing activities for the organization's journals with journal editors and the journal publisher
- Collaborates with other staff to ensure an overall strategy for communications is effectively achieved
- Project manager for all graphic design and outsourced writer deliverables

Required Skills and Qualifications:

- Bachelor's degree in public relations, communications, or related field
- APR accreditation a plus
- Minimum 4 years of experience in an association/nonprofit scientific environment preferred
- Working in a small-staff environment which is unique, the ideal candidate will have excellent oral and written communication and copywriting skills. This individual must be creative, detail oriented, hyper organized and flexible.
- Excellent project management skills with expert organization and time-management capabilities
- Delivery of flawless creative content with ability to edit and correct formatting
- Expert knowledge of social media channels and magnifying/optimizing

- Hands-on experience with formatting and content development using communication or marketing software such as Rasa or Higher Logic preferred
- Proficient in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint)
- Experience using association management systems (AMS) such as iMIS Cloud
- Self-motivated with ability to work under pressure; results and deadline-driven
- Knowledge of the publication and design process
- Vendor and intern management experience
- A proven knack for problem-solving, taking initiative
- Customer service orientation
- A team player with strong leadership skills

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Benefits

This is a full-time, exempt position. This position has room for growth, given the organization's new initiatives. Exceptional benefits including professional development opportunities, annual and sick leave, 403-B retirement, medical, dental, and vision insurance, life insurance, short- and long-term disability, and free parking are offered. AAA is conveniently located in Rockville, Maryland, within walking distance of the Metro and on major bus lines.

AAA has an established hybrid work policy and staff works onsite in Rockville, two days a week. This is subject to change at any time.

To Apply

For more information and to apply, visit <http://www.faseb.org/employment>. Please send a cover letter including salary requirements with your resume.

Individuals with Disabilities

If you need an accommodation to complete the application process, do not hesitate to contact FASEB/APS's Human Resources Department at resumes@faseb.org

For information on the American Association for Anatomy (AAA), please visit this site: <http://www.anatomy.org>

AAA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.