

The Association for Information Science and Technology (ASIS&T) seeks a Communications Officer to assist in the promotion and presentation of a consistent image of ASIS&T as a major association of international caliber at the service of its community. This includes the development and implementation of communication strategies consistent with the Association's mission and objectives; developing the provision of internal and external communications regarding the Association's actions, membership affairs and services; building strong relationships with members, Special Interest Groups, Chapters, external organizations and communities of interest; and conducting campaigns to increase the membership of the Association. It also includes the development and implementation of marketing strategies; the preparation of proposals, solicitations and memoranda of agreement to address membership needs and create new business opportunities; the development and implementation of strategies to maximize membership drive success and increase membership involvement with the Association; and the creation and selling of value-added solutions to maintain and increase high quality products/relationships.

Education/Experience: A Master's degree in one (or more) of these fields: Communications & Media studies, Public Relations, Marketing & Advertising, Education, Library and Information Science, Science and Technology Studies, Sociology, Information Systems, Information Science, or Computer Science, or other related fields are appropriate.

Other Qualifying Skills and/or Abilities: Experience with Web content management, social media, knowledge management, information architecture, user experience, digital asset management, graphic design and media software. Ability to prioritize and manage several projects at once, and to work well autonomously and as part of a team. Strong web design skills. Strong attention to detail. Excellent oral and written communication skills.

Full Position description at <https://www.asist.org/communications-officer/> Salary commensurate with experience. To apply, please send cover letter, resume/CV, references, and samples or links of work to rhill@asist.org.