



## Marketing & Communications Specialist (Part-Time) January 2020

New Hampshire Humanities believes that education is a lifelong process and is vital to everyone, and to the strength of our communities, our state and the nation. More specifically, it is our belief that engagement with the humanities and its capacity to surface new and unknown stories within the American experience is critical to an understanding of the democratic process and serves to enrich the lives of all people in New Hampshire. The quality and integrity of our programs, grants and opportunities requires that they be offered by, accessible to, and in collaboration with a diverse group of people, especially the voices of people whose stories have not been fully or accurately represented throughout history. In fulfilling our mission of reaching all people of this State, we will strive to be inclusive and equitable in all that we do.

**Position Summary:** The Marketing & Communications Specialist is responsible for supporting the overall marketing and communications strategy of New Hampshire Humanities that will help deliver key messaging to external audiences and stakeholders. This is a part-time position (24 hours per week).

**Immediate Supervisor:** Communications Director

### **Essential Functions and Responsibilities:**

- **PHOTOGRAPHY/VIDEO:** Photograph and videotape programs/events, edit photos and video, and create video content.
- **SOCIAL MEDIA:** Work with communications director to plan and execute social media posts and strategies across multiple platforms (Facebook, Twitter, Instagram, YouTube), and identify new opportunities for reaching key audiences. Develop and maintain the NHH social media calendar, generate reports/analysis of monthly performance, and respond to inquiries and comments.
- **EVENTS:** Support the planning and promotion of the Annual Dinner and other events, including website updates, producing event materials, communicating with vendors, and other tasks as specified.
- **MARKETING MATERIALS:** Help produce basic marketing materials, including brochures/flyers, content for quarterly newsletter, annual report, and other materials.
- **WEBSITE ADMIN:** Assist with maintaining the NHH website, including entering events on the online calendar, adding and editing content as necessary, and other general updates.
- **OTHER:** Other ad hoc tasks as assigned which may include administrative support for other departments where it supports overall marketing efforts.

### **Essential Skills and Experiences:**

- Proficiency in Adobe Creative Suite: InDesign, Photoshop, Illustrator, and Premiere Pro; Microsoft Office: Word, Power Point, Excel
- Skillful at written communication and proofreading, and the ability to write in a professional voice for print, web, and social media
- Adept in photography and video
- Familiar with creating and managing social media platforms

- Good organizational skills, detailed oriented, with the ability to manage multiple projects simultaneously
- Energetic, willingness to learn, goal-oriented with a good sense of humor

**Organizational and Physical Requirements:**

- Participates in the New Hampshire Humanities organizational life, including process improvement teams, events, and networking events as required
- Positively demonstrates the values and contributes to the culture of New Hampshire Humanities
- Follows all company policies and procedures as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive work environment
- Interacts professionally with other employees and external stakeholders.
- Possess good depth, color, and close vision capabilities
- Willingness and ability to travel statewide and attend off-hours events as required
- Able to lift to 25 lbs. on a regular basis
- Valid NH driver's license and vehicle

New Hampshire Humanities is committed to creating a diverse environment and is proud to be an equal opportunity employer. People of all genders and members of all racial and ethnic groups are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.

New Hampshire Humanities is an Equal Opportunities Employer.

The Marketing & Communications Specialist payrate will be commensurate with experience. New Hampshire Humanities offers an attractive package of employee benefits, including health, dental, life insurance, disability, retirement plan, and paid time off. Relocation expenses will not be offered.

Please apply at [nhhumanities@gmail.com](mailto:nhhumanities@gmail.com) by Friday, February 14, 2020. Include resume, cover letter expressing your interest in the position, and contact information (including phone and email address) for three job references. References will be checked only for finalists and with advance notice to the applicant. Please do not call.