



Job Advertisement Communication Coordinator International Association for Great Lakes Research

October 16, 2023

Deadline: To ensure consideration, apply by **November 6, 2023**.

The International Association for Great Lakes Research (IAGLR) is seeking a communication coordinator to join our professional membership association team. In this new remote position, you will play a key role in enhancing our communication efforts, engaging with our valued members and stakeholders, and managing awards and scholarships. You will work closely with our “small but mighty” team and report to the executive director. If you are a motivated individual who values diversity, equity, and inclusion, with strong communication skills, a passion for member-centered work, and a desire to support IAGLR's mission to advance understanding of the world's large lake ecosystems, we encourage you to apply.

Compensation and Duration

The communication coordinator will be paid \$50/hour for documented time worked plus reimbursement for allowable expenses incurred in the performance of the job duties. Total payment will not exceed US \$35,000 without prior written approval by the executive director. This compensation is based on a 12-month contract. No federal, state, or local income or other payroll tax will be withheld or paid by IAGLR.

Responsibilities

You will work closely with IAGLR staff to ensure a unified approach to communications and engagement of valued members and stakeholders. In addition, you will collaborate on cross-functional projects and initiatives and provide support to senior staff members, the board, and committees as needed. Primary responsibilities include the following:

- Assist in creating and implementing a cohesive communication strategy.
- Draft and edit written content, including newsletters, emails, press releases, and website updates.
- Publish monthly digital newsletter on MailChimp, featuring updates, articles, and announcements.
- Coordinate the production and distribution of digital and print materials.
- Promote events, including on listservs and social media.
- Assist in creating materials for events (e.g., abstract and program books for conferences).
- Manage and curate content for our current social media accounts.
 - Create social media strategy, including identification of platforms to best engage members and stakeholders.
 - Promote association news, events, and updates through social media channels.
 - Provide ongoing promotion of articles and issues from the Journal of Great Lakes Research.
 - Create and execute social media campaigns for conferences.
 - Maintain a general social media presence.
 - Monitor broader social media environment and make recommendations for where to target our time and energy to best support IAGLR's goals.
- Analytics and Reporting
 - Help develop a plan to collect metrics in support of organizational goals.
 - Collect and report on social media and website analytics.
- Assist with internal communication, e.g., work with Awards Committee and staff to support the application and selection process for awards and scholarships.

Qualifications

- Bachelor's degree in communications, marketing, or a related field.
- Strong written and verbal communication skills.
- Strong graphic design skills.
- Enthusiasm for working with and engaging members in a professional association.
- Proficiency in Adobe Creative Suite, Google Workspace, MailChimp, social media platforms, and Microsoft Office Suite.
- Familiarity with Google Analytics and social media analytics.
- Exceptional organizational skills and attention to detail.
- Ability to work both independently and as part of a team.
- A passion for IAGLR's mission and goals.

Desired Skills

- Experience in member engagement or communication roles.
- Familiarity with social media management tools.
- Experience with website content management systems.
- Knowledge of basic graphic design principles.
- Basic understanding of event planning and coordination.
- Previous work or internship experience in a professional association or nonprofit.
- A love of science and the Great Lakes.

To Apply

To be considered for this position, please send the following information to IAGLR Executive Director Jérôme Marty at jmarty@iaglr.org. Please include "Communication Coordinator Application" in the subject line of your email.

- Resume detailing relevant qualifications and work experience.
- Cover letter explaining why you are a suitable candidate for this position.
- Contact information for at least two professional references.
- Relevant writing samples, social media campaigns, or other portfolio materials that showcase your work.

Applicants are encouraged to apply by **November 6, 2023**. Only selected applicants will be contacted for an interview.

About IAGLR

[IAGLR](#) is a scientific nonprofit organization composed of researchers studying the Laurentian Great Lakes, other large lakes of the world, and their watersheds, as well as those with an interest in such research. IAGLR members encompass all scientific disciplines with a common interest in the management of large lake ecosystems. IAGLR's vision is to promote and foster a peaceful world in which large lake ecosystems are valued and healthy; where these ecosystems inspire curiosity, awe, love and respect, and stewardship in all people. To achieve this vision, IAGLR is an equal opportunity employer, committed to a diverse and inclusive employee and volunteer workforce that is united by a passion for Great Lakes research.