



Job Title: Program/Communication Specialist

Status: Part-time

Reports to: Program Manager, Board President

Salary: \$19.00/hour

GENERAL POSITION OVERVIEW

Program/Communication Specialist supports the Program Manager with administrative tasks and projects that carry out MAAEYC's vision and mission.

ESSENTIAL RESPONSIBILITIES

- Schedules and attends Committee meetings
- Support the Committee chair in creating an agenda
- Schedule Zoom calls for committees and Board
- Responds to MAAEYC emails via phone and email within 24 hours (e.g. answer general inquiries)
- Assist with creating the MAAEYC Membership updates and newsletters
- Assist with social media postings and communications
- Assist with conference registrations and other event registration details
- Update and process Career Board Posting requests
- Responsible for updating website content
- Any other reasonable duties as needed to support the Program Manager and Board President

MINIMUM QUALIFICATIONS

- Excellent written and verbal communication skills
- Tech savvy-knowledgeable in Google Suite, Microsoft Word and Excel, as well as Wix, Adobe Suite, Facebook, Constant contact
- Well established time management skills and ability to meet deadlines
- Flexible, with the desire to learn
- Abides by NAEYC's Code of Ethical conduct
- Committed to approaching work through an equity lens

APPLICATION INFORMATION

MAAEOYC is an equal opportunity employer and we value having staff who come from communities whose children are most impacted by historical and present-day oppression. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply. The position is part-time and based in Massachusetts. The role may require some travel (e.g. Annual MAAEOYC Conference) The salary for this position is \$19.00 per hour. The schedule is fairly flexible and often outside of typical 9-5 work hours. However, evening hours are required. MAAEOYC does not have a physical location and position will primarily work from home.

Send resume to info@maeeyc.org. We are accepting applications until May 6, 2022