



Call for Volunteer Interorganizational Communications Team Leader

SASA is looking for a volunteer Interorganizational Communications Team Leader to lead the Interorg team in managing its quickly growing network of external organizations, and maintaining relationships with external organizations and news outlets related to Ancient Studies and to edit social media posts, blurbs, ads, newsletters, press releases, news articles, and other general forms of communication SASA will share with its quickly growing external network.

Position Description:

This is a volunteer (unpaid) position manage the drafting and editing of SASA's external communication and marketing materials targeted at our inter-organizational relationships and Ancient Studies news outlets.

This position is a part of the Communications Team. The candidate will be in charge of organizing and editing communications we send to our partners for them to share, press releases on major SASA developments, and articles on SASA for relevant news outlets. The Interorg Comms Team Leader will also be responsible for staying in contact with SASA teams in order to know what updates we need to send out. Additionally, the team leader will work closely with the Press Liaison, who is responsible for keeping track of what communications have been sent out and to whom, and the Communications Writer, who prepares the written materials for dissemination. Additionally, this position will research and cultivate relationships with Ancient Studies news outlets where SASA can gain influence.

This position is most well-suited to candidates with prior experience in some form of public writing and marketing.

Expected hours: 10 per week

All work is done remotely.

Responsibilities:

- Monitoring developments in other SASA Teams to write about
- Coordinating with other teams for their public communications needs
- Managing team members, including Press Liaison, Communications Writer, and interns
- Running two weekly team meetings
- Working with the Press Liaison to meet deadlines
- Tracking communications with external partners

- Managing, scheduling, and conducting inter-organizational contacting
- Determine who we need to follow-up with or reach out to
- Determining appropriate deadlines for sending communications materials to partner organizations and meeting them
- Organizing materials meant for external communications
- Working with the Communications Writer to inform their writing and maintain deadlines
- Sharing newsletters, advertising materials, social media posts, etc. with partners
- Putting out press releases
- Research on and outreach to Ancient Studies news outlets

Necessary skills:

- Organized - attention to detail
- Ability to work remotely
- Interpersonal skills
- Ability to juggle multiple and changing priorities with little or no guidance
- Ability to be proactive in communicating with and reaching out to others
- Ability to keep sensitive information confidential and open communication with management
- Computer skills, accurate data entry
- Demonstrated, well-developed writing skills in multiple marketing-related and journalistic writing styles
- Organized - attention to detail
- Excellent interpersonal skills

To apply, please send **your resume and cover letter to recruitment@saveancientstudies.org**. Applications will be reviewed on a rolling basis.

About SASA

SASA is a non-profit organization, tax exempt under IRS code 501(c)(3). SASA's mission is to counter the downward trend in Ancient Studies fields in academia, by (1) uniting graduate students to (2) engage students by guiding the widespread American interest in ancient times toward Ancient Studies, to (3) facilitate ease of access to studying the ancient world, and to (4) support and reimagine scholarship as a lifelong pursuit for those who work as professionals in other areas after receiving their PhDs.

At this time, all positions with SASA are unpaid, including management, volunteers, and interns, except for some few positions on grant funded projects. Since work for SASA is all done remotely, we take a proactive approach to supporting our volunteers and interns. Our goal is that internships and volunteerships with SASA are mutually beneficial, such that volunteers help work on various SASA projects and gain experience in multiple areas, learn skills, gain knowledge, and build connections with numerous people in Ancient Studies and the nonprofit world. Interns work alongside volunteers with more experience and under the guidance of our Team Leaders

and the Director. Our work atmosphere is exploratory and collaborative. We all enjoy the company of people who have varied backgrounds and interests of all ages, and who are passionate in their pursuits.