



Call for SASA Public Events Coordinator

SASA is looking for a volunteer (unpaid) Public Events Coordinator to help lead and assist our Outreach Team.

Position Description:

SASA is looking for a Volunteer (unpaid) Public Events Coordinator to lead and assist the Outreach team in facilitating organizational and interpersonal outreach in all forms. Our outreach will be aimed at both small-scale and large-scale collaborators. This position is most well-suited to a PhD Candidate in an Ancient Studies field who wants to actively pursue outreach. Candidates post-PhD or outside of academia are also welcome to apply. They must be flexible, adaptive, and comfortable working independently as new projects and tasks emerge.

Salary: unpaid

Duration: ongoing volunteer

Hours: 10-15 hours per week

Application Deadline: ongoing

Location: remote with regular weekly meetings online

Skills Needed: Excellent Interpersonal Skills | Organization | Planning | Writing

Responsibilities:

As a Public Events Coordinator you will work to lead a group of volunteers and interns to work on organizational and interpersonal outreach aimed at both small-scale and large-scale collaborators. Work also consisted of designing and creating marketing and publicity materials for promoting events. All work is completed remotely and all meetings take place virtually.

Necessary skills:

- Assist in managing the Communications/Live Events Team
- Help to plan and run weekly Team meetings
- Assigning tasks for volunteers and interns on the Team
- Guiding the Team on social media standards, communication presentation and standards, and proper messaging
- Execute social media creation and posting, mass email creation, and website content publication as necessary
- Assist with facilitating presentations during conferences
- Managing schedule for conferences
- Create staffing based on organization needs and support for in person and virtual exhibits
- Serve as a primary point of contact with conference events

To apply, please send your resume and cover letter to recruitment@saveancientstudies.org to be considered. 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 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.