



Call for Volunteer Communications Writer

SASA is looking for a Volunteer (unpaid) Communications writer to assist in writing 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. This individual 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: Writing | Organization | Time Management | Marketing

Position Description & Responsibilities:

This is a volunteer (unpaid) position to assist with drafting and editing 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 composing 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 Communications Writer will also be responsible for staying in contact with SASA teams in order to know what updates we need to send out. Additionally, the Communications Writer will work closely with the Press Liaison, who is responsible for keeping track of when we need to send out external materials. This position is most well-suited to candidates with prior experience in some form of public writing and marketing.

Examples of responsibilities include:

- Writing and editing a wide range of materials for public dissemination
- Monitoring developments in other SASA Teams to write about
- Coordinating with other teams for their public communications needs
- Working with the Inter-Organizational/Press Liaison to meet deadlines

Necessary skills:

- Demonstrated, well-developed writing skills in multiple marketing-related and journalistic writing styles
- Ability to work remotely
- Organized - attention to detail
- Excellent interpersonal skills
- Ability to keep sensitive information confidential and open communication with management
- Ability to juggle multiple and changing priorities with little or no guidance

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

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, save for some few project positions paid for through grant funding. 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 pursuit.