



Call for SASA Assistant Manager for Communications/Live Events Team

SASA is looking for a volunteer (unpaid) Assistant Manager to help lead our Communications and Live Events Teams.

Position Description:

This is a volunteer (unpaid) position to assist in managing a team of interns and volunteers to produce and present all online content, including social media posts, website content, and live streamed events.

Our Communications and Live Events Team, beyond scheduling and posting all social media content, also plans, coordinates, and moderates all live events run through SASA. This includes Twitch streaming events, Book clubs, Master Classes, and more.

Expected hours are 10-15 hours per week. All meetings take place via video call and all work is done remotely.

This position is most well-suited to an advanced PhD Student, Candidate, or Early Career Scholar in an Ancient Studies field who wants to actively pursue public outreach, or to an advanced Communications student looking for hands-on experience in a nonprofit setting. People with teaching/communications/social media experience who are currently not affiliated with a university are also welcome to apply. The Assistant Manager for Communications/Live Events will work together with the Communications/Live Events Team Leader, and in concert with other Teams and their Leaders as necessary. The Assistant Manager for Communications/Live Events will be expected to attend two weekly meetings with the Communications Team on Monday and Thursdays at noon EDT and have meetings with Lauren and other SASA volunteers as needed.

Responsibilities:

- 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 Live Event creation and production as necessary
- Working with Outreach and Interorganizational Communication team leaders to establish and nurture relationships with community collaborators
- Other duties as assigned

Necessary skills:

- Excellent interpersonal skills
- Ability to work remotely
- Excellent writing, editing, and organizational skills.
- Ancient Studies knowledge is a plus
- Management experience and professional communications experience, including social media, mass email, website, and video production, are big pluses.

To apply, please send your resume and cover letter to aarcisz@saveancientstudies.org
Applications will be reviewed on a rolling basis, beginning 3/15/2022. We aim to have this position filled no later than the end of 4/30/2022.

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.