The Mathematical Association of America (MAA), a national professional association, is seeking a part-time Communications Assistant. This part-time position is not eligible for benefits.

The part-time position provides exposure to work in a fast-paced, active Marketing & Communications department. Learning opportunities include:

- Supporting the creation of MAA background materials for marketing and communications outreach.
- Proofreading, editing and finalizing marketing team materials, as needed, including press releases, blogs, emails, and website content.
- Creating content and monitoring analytics for social media accounts and blog posts.
- Supporting the team in maintaining the social media channels and website content revisions.
- Researching groups/organizations for marketing outreach, including but not limited to, membership, MAA career resource center, and MAA American Mathematical Competitions (AMC).
- Maintaining and updating the media list and supporting regular clips digest.
- Supporting the development of AMC and Annual Conference (MAA MathFest) marketing materials.
- Helping create graphics for use on association communications channels.
- Supporting the creation of updated email marketing lists.

A successful candidate for this job must have good grammatical skills, Microsoft Office skills, a customer service orientation, and exceptional organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. A mathematics degree is not required.

The Mathematical Association of America (MAA), located in the historic Dupont Circle area of Washington D.C., is the world’s largest community of mathematicians, students, and enthusiasts. The MAA accelerates the understanding of our world through mathematics, because math drives society and shapes our lives. For more information about the Mathematical Association of America, see www.maa.org. The MAA is an Equal Employment Opportunity Employer.

Please email resume and cover letter to:

Harriet Ulrich
Mathematical Association of America
E-mail: hr@maa.org
Job Description

| Job Title: | Communications Intern (temporary, part-time) |
| Reports To: | Media Relations & Marketing Manager |
| FLSA Status | Non-exempt |
| Date Prepared | April 2018 |

Job Summary
The Communications Intern at the Mathematical Association of America (MAA) is responsible for assisting the Communications & Marketing Department with communications outreach. Position is paid and available 3-5 days/week.

Job Responsibilities
- Support the creation of MAA background materials for marketing and communications outreach.
- Proofread, edit and finalize marketing team materials as needed including press releases, blogs, emails, and website content.
- Create content for social media accounts and blog posts.
- Support the team in maintaining the social media channels and website content revisions.
- Research groups/organizations for marketing outreach including but not limited to membership, MAA career resource center, and AMC.
- Maintain and update the media list and support regular clips digest.
- Support in the development of AMC and MAA MathFest marketing materials.
- Help create graphics for use on association communications channels.
- Support the creation of updated email marketing lists.
- Support the marketing and communications team with daily deliverables as needed.

Minimum Qualifications
To perform this job successfully, an individual should possess the knowledge, skills, and abilities, education, training and/or work experience listed here.

Education
- High School Diploma, required

Experience
• Applicable administrative experience, desirable

Knowledge, Skills, and Abilities

• Exhibits a positive attitude and professional demeanor.
• Good communication (written and verbal) and interpersonal skills.
• Good grammatical skills for proof reading and editing.
• Good organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
• Ability to handle matters expeditiously, proactively, and follow-through on projects to successful completion.
• Ability to work effectively as an individual contributor and as a highly resourceful team player.
• Strong Microsoft Office skills and experience using the G Suite.

Working Conditions:

• General office environment.

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. MAA has the right to revise this job description at any time. MAA is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and MAA.

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Equal Opportunity Employer