The Mathematical Association of America (MAA), a national professional association, seeks a full-time Communications Specialist.

The Communications Specialist is responsible for working on the strategic email marketing, events marketing, and departmental marketing projects of the Communications Department. The goal of these programs and this role is to ensure that the MAA is seen as a leader in the mathematics and STEM fields as well as drive revenues to the organization. This position is responsible for implementing the email marketing program, leading publications and membership projects, leading MAA MathFest marketing, leading Programs department projects and thought leadership program, as well as supporting advertising in MAA communications and serving as a content creator and strategist for the MAA Career Resource Center.

A successful candidate for this position must have experience leading email marketing campaigns, leading event marketing, creating and strategizing content for organizations and blogs, and coordinating campaigns and communications for internal and external partners. A candidate must have an understanding of website CMS, Drupal experience and HTML. Experience designing graphics and creative images is desirable. In addition they must have strong Microsoft Office skills, a customer service orientation, and exceptional organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Candidates must have a Bachelor’s degree as well as a minimum of 3+ years of applicable experience in communications, public relations, and/or marketing.

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](http://www.maa.org/). The MAA is an Equal Employment Opportunity Employer.

Please email resume, cover letter, and salary expectations (required) to:

Elizabeth H. Richards, SPHR, GPHR

Mathematical Association of America

E-mail: hr@maa.org