



JOB DESCRIPTION

Job Title:	Communications Coordinator
Classification:	Full-Time; Non-Exempt
Compensation:	\$40,000
Benefits:	Paid time off, health insurance, competitive retirement benefits to eligible employees with non-elective employer contribution and employer match up to 5%
Schedule:	40 hours per week; will be required to work some evenings and weekends
Reports to:	Senior Marketing and Communications Manager

ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

The Communications Coordinator is a key member of the Marketing and Communications team, collaborating closely within the department and across the organization to ensure consistent, accurate, and engaging communications via the website, email marketing, social media, and other collateral.

CORE RESPONSIBILITIES:

- Assist with the production of marketing materials, including email newsletters, flyers, and graphics.
- Help maintain Asia Society Texas' website content, including event listings and event recaps.
- Contribute to social media planning to increase accessibility and audience engagement.
- Contribute to content creation and strategy to support programmatic and institutional marketing.
- Maintain archive of Asia Society Texas' visual assets, promotional materials, and other collateral.
- Ensure email newsletter data, ticketing and other reports, and external calendar listings are up-to-date.
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES AND/OR GROWTH OPPORTUNITIES:

We know candidates may possess valuable skills not included above. The below list represents examples of skillsets and aptitudes we welcome candidates to bring to the position and/or to cultivate upon hiring:

- Experience with content creation, including video production, for a variety of audiences and platforms.
- Experience with and understanding of social media platforms and analytic programs such as Google Analytics, etc.
- Experience with data analysis and/or CRM system best practices.
- Interest in PR strategy.

QUALIFICATIONS:

- 1–2 years' experience working in communications and/or for a nonprofit or cultural institution.
- Strong written and oral communication skills, including copy editing. Experience with AP Style is a plus.



- Working knowledge of graphic design. Experience with InDesign and Photoshop strongly preferred.
- Experience with website CMS and email newsletter platforms strongly preferred.
- Interest in new technologies and willingness to learn and implement new tools and ideas.
- Ability to work both independently and collaboratively with other departments to achieve institutional goals.

PERSONAL CHARACTERISTICS:

- Team player who collaborates well with colleagues and stakeholders; mature, diplomatic, and calm under pressure.
- Demonstrated resourcefulness, creativity, and curiosity; takes initiative.
- Values diversity of thought, background, and perspective; welcoming to people of diverse backgrounds.
- Ability to multitask in a fast-paced environment while staying organized and maintaining attention to detail.
- Personal integrity, high ethical standards, and good judgment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.