**JOB DESCRIPTION**

**Job Title:** Communications Coordinator  
**Classification:** Part-Time; Non-Exempt  
**Compensation:** $15-18/hour  
**Schedule:** Up to 20 hours per week; will be required to work some evenings and weekends  
**Reports to:** Marketing and Communications Manager

**ORGANIZATIONAL SUMMARY:**

Asia Society Texas Center 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 reports to the Marketing and Communications Manager and works closely with the Communications and Audience Engagement team to ensure consistent, accurate, and engaging communications via the website, social media platforms, email marketing, and print and digital collateral. Project management experience is a plus.

**RESPONSIBILITIES:**

- Assist with the production of marketing materials, including email newsletter, flyers, and event calendars.
- Contribute to social media planning (Facebook, Twitter, Instagram, and others) to increase accessibility and audience engagement.
- Basic maintenance of Asia Society Texas' website content including event listings, blog posts, and event recaps.
- Maintain archive of Asia Society's visual assets, promotional materials, and other collateral.
- Ensure external calendar listings and email newsletter data are up-to-date.
- Other duties as assigned.

**QUALIFICATIONS:**

- 1–2 years experience working in communications or for a nonprofit or cultural institution.
- Working knowledge of HTML, Excel, InDesign, and Photoshop. Experience with video-editing software is a plus.
- Experience with and understanding of social media platforms, including Facebook, Twitter, Instagram, and YouTube, as well as analytic programs such as Google Analytics, etc.
- Interest in new technologies and willingness to learn and implement new computer-based applications and communication tools.
- Ability to work independently and with other departments to achieve institutional goals.
PERSONAL CHARACTERISTICS:

- Team player who collaborates well with colleagues and community members
- Mature, diplomatic, and calm under pressure
- Demonstrated resourcefulness, creativity, and curiosity
- 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.

*Please know that COVID-19 vaccination is required.

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.