



Texas Center

Job Title: Communications Coordinator (Part-time)
Reports to: Marketing and Communications Manager
Classification: Part-time, non-exempt
Work Schedule: 20 hours per week, will be required to work some evenings and weekends

Organizational Summary:

With 13 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States. Asia Society Texas Center executes the global mission with a local focus, enriching and engaging the vast diversity of Houston through innovative, relevant programs in arts and culture, business and policy, education, and community outreach. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

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, and print and digital collateral. Project management experience is a plus.

Responsibilities:

- Assist with the production of marketing materials, including email newsletters and print collateral.
- Contribute to social media strategies (Facebook, Twitter, Instagram, and others) to increase accessibility and audience engagement.
- Updating Asia Society Texas Center's website content including online event listings, blog posts, and event recaps.
- Post Asia Society events to event websites and community calendars.
- Maintain archive of Asia Society's press coverage, visual assets, promotional materials, and other collateral.
- Other duties as assigned.

Requirements:

- 1 to 2 years experience working in communications or for a nonprofit or a cultural institution.
- Experience with social media platforms, including Twitter, Facebook, YouTube, Instagram, and others; as well as analytic programs such as Google Analytics, etc.
- Working knowledge of HTML, website CMS platforms, Excel, InDesign, and Photoshop. Experience with video-editing software is a plus.
- Interest in new technologies and willingness to learn and implement new computer-based applications and communication tools.
- Excellent written communication skills.
- 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.
- Ability to multi-task in a fast-paced environment while staying organized and maintaining attention to detail.
- Personal integrity, high ethical standards, and good judgment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use their hands and arms to handle, reach, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

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.

Compensation:

20 hours per week at \$15-\$18/hour.

How to Apply:

Please email your cover letter, resume, and optional work sample 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.