

## **ICOMOS-USA Communications Coordinator**

ICOMOS-USA is offering a part-time position as Communications Coordinator. The Communications Coordinator will work approximately 15 hours per week, and will be responsible for social media content and distribution, website maintenance, and our monthly newsletter.

### **About ICOMOS-USA**

The United States National Committee of the International Council on Monuments and Sites (ICOMOS-USA) is part of the worldwide ICOMOS network of people, institutions, government agencies, and private corporations who support the conservation of the world's heritage. For over 50 years, ICOMOS-USA has worked to deliver the best of international historic preservation and heritage conservation work to the U.S. domestic preservation dialogue, while sharing and interpreting for the world the unique American historic preservation system.

As the only U.S. professional preservation organization with a global focus, ICOMOS-USA is the gateway for U.S. professionals to participate in worldwide heritage conservation. With over 700 members, ICOMOS-USA promotes strong ties between national, regional, private, and governmental organizations within the U.S. and the international preservation community.

ICOMOS-USA, along with our supporting organization, World Heritage USA, guides and promotes activities through an extensive membership network of preservation professionals, institutions, and organizations, including specialized scientific committees. ICOMOS-USA also organizes an annual international scientific symposium, an international intern exchange program, and occasional special training courses and workshops.

ICOMOS-USA is a private, non-profit, non-governmental organization with 501(c)(3) status.

### **Responsibilities**

The Communications Coordinator will report to the COO and will work alongside our administrative staff, Monuments Toolkit Media and Marketing Associate, and the Communications Committee to:

- Design, write, and distribute our monthly newsletter using Canva and MailChimp
- Work with program managers and development staff to design, write, and distribute all marketing communications for upcoming events, programs, and fundraising efforts via email, website, and social media channels
- Update website regularly with news items, page updates, and perform general website maintenance in WordPress with the help of our Webmaster
- Ensure our brand is clear and consistent across materials, and work with staff, the Communications Committee, and the Board of Trustees to enforce the style guide throughout the organization
- Undertake other duties as assigned

### **Qualifications**

The ideal candidate will have:

- Excellent written and verbal communication and editing skills
- At least 3 years of experience in writing, digital marketing, social media management, and content creation
- Bachelor's degree in Marketing, Communications, or other writing-intensive field

- Interest or experience in working in cultural heritage or a related field
- Advanced knowledge of WordPress
- Experience with website organization and maintenance
- Advanced knowledge of Canva
- Experience with Buffer, Meta Suites, and MailChimp a plus
- Strong Graphics Skills
- Proven experience in digital marketing, social media management, and content creation
- Strong knowledge of SEO, Google Analytics, and social media analytics tools

### **Position Details**

- The rate of pay is \$30/hr with an expected start date in early January 2025
- The position is a part-time position, and is expected to work approximately 10-15 hours per week
- This position is fully remote, but the applicant will be expected to attend at least one event per year in person
- Applicants must be authorized to work in the U.S. and must have a U.S. address for payroll. Scheduling is flexible, but successful candidates must be able to attend meetings during regular working hours (approximately 9 am – 5 pm EST)

### **Diversity/Inclusion Hiring Statement:**

ICOMOS-USA is committed to inclusive hiring practices and building an environment that welcomes and celebrates diversity. We are committed to promoting a safe, welcoming, and productive hiring practice and working environment.

### **To Apply:**

Please submit a cover letter, resume, and portfolio. The portfolio should contain a writing sample (approximately 500 words) and examples of digital marketing and social media content. Application materials should be sent to: [coo@worldheritageusa.org](mailto:coo@worldheritageusa.org) with the subject line “Communications Coordinator.”

We encourage all interested applicants to apply. **The application deadline is December 13, 2024.**