



Title: Communications & Special Projects Manager

Duties include:

- Serve as staff liaison for International Relations Committee and staff international delegations.
- Aid the NASS Director of Communications with traditional communications items including drafting certain press releases, coordinate aspects of conference media and initially fielding press inquiries.
- Assist the NASS Director of Communications with the association's social media presence by pitching creative ideas, generating posts, crafting original informational videos, creating graphics with Canva and uploading conference photographs.
- Capture and analyze social media analytics to measure success of social posts and initiatives.
- Manage the association's robust [Awards](#) programs including the IDEAS Award, Medallion Award, Margaret Chase Smith American Democracy Award, and John Lewis Youth Leadership Award with the NASS Director of Membership and Administration.
- Assist the NASS Director of Membership with in-person conference preparations and webinars to include registration, hotel preparations, exhibitor space, security and more.
- Assist the NASS Deputy Executive Director security clearance processing through the Department of Homeland Security for NASS members and their senior staff.
- Work with the rest of the NASS staff to maintain lists of relevant points of contact for each NASS member office and outside organizations.
- Work with the rest of the NASS staff to update NASS documents and the NASS website.
- Update the [NASS Pillars of Public Service](#) book every other year.
- Special projects as assigned by the NASS Executive Director.

Qualifications:

- Candidates must have a bachelor's degree (in Communications or Political Science a plus)
- Experience working with an association, or any level of government is preferred
- Experience in a dynamic work environment
- Proficient with Drupal and Microsoft products, video creation, and all social media platforms
- Strong oral and written communication skills
- Excellent time management skills and the ability to juggle multiple tasks
- Organized and detail-oriented
- Flexibility and ability to accommodate multiple managers
- Ability to "hit the ground running" and learn office processes quickly and effectively
- Industrious self-starter who works well independently and with a very small team.
- Desire to work in a non-partisan organization with bipartisan membership.

The Association provides generous benefits, and the salary range is \$55,000-\$60,000. Please send **resume, salary requirements and references** to [reynolds@ssso.org](mailto:reynolds@ssso.org). Principals only.