

POSITION

Part-time Assistant to the Executive Director

DESCRIPTION

TransCultural Exchange seeks a highly motivated and responsible assistant, able to work independently to assist the executive director, 10 hours a week. Although much of the work can be done remotely, the person needs to be Boston area based to be able to attend some in person meetings. This is an ideal job for someone needing job flexibility, wishing to supplement their monthly income and interested in the organization's mission (see below).

ORGANIZATION BACKGROUND

TransCultural Exchange is a 501(c)(3) nonprofit organization. For more than thirty-years, our mission has been to foster a greater understanding of world cultures through large-scale global art projects, cultural exchanges and educational programming — most notably, our International Conferences on Opportunities in the Arts. As UNESCO's former Director-General Koichiro Matsuura noted, "TransCultural Exchange links "together artists all over the world in a spirit of international harmony and exchange." <https://transculturalexchange.org/>

RESPONSIBILITIES

- Under the guidance of the ED, implement marketing strategies to build brand awareness, increased visibility, and support engagement goals, in particular, responsible for managing and posting online marketing via social media channels
- Help with additional promotional materials, social media posts, articles, publications and other communication materials as required
- Measure, track, and optimize the effectiveness of communications and marketing tools; prepare shareable reports
- Under the guidance of the ED, online search for videos and photos for a monthly television show
- Maintenance television show's episode files and collateral materials
- Secure and file copyright permissions
- Under the guidance of the ED, help research possible funders for the organization's programs, provide copy writing and editing support for grants and marketing materials
- Coordinate correspondence records with external partners, including international program presenters and office maintenance suppliers
- Serve as an assistant liaison for the organization at events and functions, help build and maintain relationships
- Build and maintain an archive of the organization's past projects
- Help provide creative direction for photo shoots and video filming
- Manage volunteers and interns

REQUIRED SKILLS

- Excellent verbal and written skills
- Strong interest in the arts
- An interest in world cultures and art practices around the globe
- Proven knowledge of social media basics
- Proficiency in Microsoft Word
- Familiarity with Excel and other software (Canva, Google docs, WordPress) desired, but not necessary
- Strong interpersonal skills with people and volunteers from diverse backgrounds
- Superior attention to detail
- Strong work ethic a must
- Ability to set priorities and work alone and with others
- Great follow-through and ability to work independently with minimal oversight
- Capable of juggling multiple, simultaneous projects
- Willingness to work varied hours to accommodate occasional “after hours” needs
- Candidate must be authorized to work in the U.S.
- Candidate must be based in Boston or the surrounding suburbs

QUALIFICATIONS

- Bachelor’s degree or equivalent experience

HOURS

- 10 hours per week, remote and in office hours

COMPENSATION

\$20.00 per hour

DEADLINE TO APPLY

April 5, 2023

HOW TO APPLY

Please send a cover letter, 3 references’ contact information and a resume to [info\(at\)transculturalexchange.org](mailto:info(at)transculturalexchange.org).