

# ALABAMA HUMANITIES ALLIANCE

**Job title:** Outreach and Social Media Coordinator

**Job type:** Full-time

**Effective date:** February 2023

**Location:** Birmingham, Alabama

**Salary range:** \$45,000-\$52,000

## About this position

Are you a strong writer? Do you have an intuitive feel for what will shine on social media? Most importantly, do you enjoy learning new things and diving deep into the people, places, and stories that make Alabama such a vibrant place to live?

If so, we'd love to hear from you.

The Alabama Humanities Alliance (AHA) seeks an Outreach and Social Media Coordinator who is well versed in crafting effective and compelling communications and knows how to use social media to engage and expand an audience. This is a full-time position that reports to AHA's Communications Director.

We're looking for someone who can drive much of our social media engagement, help update content on our website, provide support for AHA programs and events, and assist in maintaining our donor database. We love working with colleagues who are creative and passionate, who are at ease working both independently and collaboratively, and who know how to meet a deadline.

## About us

The Alabama Humanities Alliance is a statewide nonprofit and an affiliate of the National Endowment for the Humanities. AHA offers public programs and grant opportunities throughout the state that encourage impactful storytelling, lifelong learning, and civic engagement.

We're a small team of people who are passionate about using the humanities to make Alabama a kinder, smarter, better place to live. We believe that knowing our history can lead to healing. That great stories can add great meaning. And that conversations can help us see each other as fully human. Learn more at [alabamahumanities.org](http://alabamahumanities.org).



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## Position duties

- Create posts and develop regular features to foster engagement on our primary social media platforms — Facebook, Instagram, LinkedIn, and Twitter.
- Provide writing and editing assistance for AHA’s monthly newsletter, targeted emails, and other external outreach efforts.
- Keep our events calendar accurate and up to date.
- Update program and grant pages as needed on our website.
- Learn, strengthen, and apply AHA voice and branding in all outreach.
- Contribute to AHA’s public events and initiatives as needed.
- Help prepare for board meetings and provide administrative support.
- Help maintain our database of donors, partners, and stakeholders.
- Travel occasionally to events and programs across the state.

## General requirements

- Curiosity, passion, kindness.
- Appreciation and understanding of the humanities.
- Enthusiasm to make Alabama a smarter, kinder, more vibrant place to live.

## Skilled requirements

- Exceptional writing and editing skills.
- Professional social media management experience.
- Competency with social media support and scheduling apps.
- Competency with web content management systems such as WordPress.
- Familiarity with donor database management systems.
- An ability to apply brand and editorial guidelines.
- An ability to consistently meet deadlines.
- Photography experience a plus.

## Compensation

Compensation consistent with experience and nonprofit industry standards. Starting salary range of \$45,000 to \$52,000. This is a full-time position that offers a 401(k) and benefits such as health, dental, and vision plans.

## How to apply

Interested candidates should send a resume, cover letter, and 3-5 professional work samples to [aanthony@alabamahumanities.org](mailto:aanthony@alabamahumanities.org). Application deadline is February 22.



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*The Alabama Humanities Alliance (AHA) is an Equal Opportunity Employer. AHA promotes diversity and provides equal employment opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identify, gender expression, religious creed, disability, genetic information, age, marital status, sexual orientation, or military and veteran status. We encourage individuals of all backgrounds to apply.*

