



Call for Inter-Organizational / Press Liaison

SASA is looking for an Inter-Organizational/Press Liaison to assist in managing its quickly growing network of external organizations, and maintaining relationships with external organizations and news outlets related to Ancient Studies!

Position Description:

This is a volunteer (unpaid) position to assist with the managing of our external communications created across different teams and liaise between the teams and the organization and news outlets.

This position is a part of the Communications Team but will work closely with the Outreach and Executive Teams as well. The candidate will be in charge of overseeing the dispersal of public communications, social media posts, and press releases to our inter-organizational network. The Press Liaison will be critical to ensuring all our communications get out in a timely fashion, fostering SASA connections. This position works closely with the Communications Writer, who prepares the written materials for dissemination. Additionally, this position will research and cultivate relationships with Ancient Studies news outlets where SASA can gain influence.

Expected work hours are 10 hours per week. All meetings take place via video call and all work is done remotely.

This position is well-suited for candidates with prior communications experience.

Responsibilities:

- Tracking communications with external partners
- Managing, scheduling, and conducting inter-organizational contacting
- Determine who we need to follow-up with or reach out to
- Determining appropriate deadlines for sending communications materials to partner organizations and meeting them
- Organizing materials meant for external communications
- Working with the Communications Writer to inform their writing and maintain deadlines
- Sharing newsletters, advertising materials, social media posts, etc. with partners
- Putting out press releases
- Research on and outreach to Ancient Studies news outlets

Necessary skills:

- Organized - attention to detail
- Ability to work remotely
- Interpersonal skills
- Ability to juggle multiple and changing priorities with little or no guidance
- Ability to be proactive in communicating with and reaching out to others
- Ability to keep sensitive information confidential and open communication with management
- Computer skills, accurate data entry

To apply, please send your resume and cover letter to daviddanzig@saveancientstudies.org. Applications will be reviewed on a rolling basis, beginning 6/11/2021. We aim to have this position filled no later than 7/23/2021.

About SASA

SASA is a non-profit organization, tax exempt under IRS code 501(c)(3). SASA's mission is to counter the downward trend in Ancient Studies fields in academia, by (1) uniting graduate students to (2) engage students by guiding the widespread American interest in ancient times toward Ancient Studies, to (3) facilitate ease of access to studying the ancient world, and to (4) support and reimagine scholarship as a lifelong pursuit for those who work as professionals in other areas after receiving their PhDs.

At this time, all positions with SASA are unpaid, including management, volunteers, and interns. Since work for SASA is all done remotely, we take a proactive approach to supporting our volunteers and interns. Our goal is that internships with SASA are mutually beneficial, such that volunteers help work on various SASA projects and gain experience in multiple areas, learn skills, gain knowledge, and build connections with numerous people in Ancient Studies and the nonprofit world. Interns work alongside volunteers with more experience and under the guidance of our Team Leaders and the Director. Our work atmosphere is exploratory and collaborative. We all enjoy the company of people who have varied backgrounds and interests of all ages, and who are passionate in their pursuits.