

### **Organization Overview and Project Overview**

The National Alliance of Preservation Commissions (NAPC) was founded in 1983 to provide a forum for local preservation commission members and municipal staff to address concerns and to serve as a national voice representing the needs of commissions. Its mission is to build strong local preservation programs and community leaders through education, training, and advocacy.

### **Communications Associate**

The Communications Associate will assist with outreach and promotion of the programs of NAPC. This position will also be responsible for the development and distribution of printed and digital materials.

### **Duties of the Communications Associate will include but not be limited to the following**

- Develop and implement a cohesive communications schedule and strategy for all platforms, incorporating input and priorities in collaboration with other staff members.
- Create copy and other content for various organizational platforms (including e-newsletters, social media, online news stories, and advocacy messaging) that engages multiple audiences and leads to measurable action
- Produce content and copy for website. Work with webmaster to conduct webpage maintenance and updates as needed
- Coordinate with graphic designer and printers in the development, design, and distribution of other digital and print materials, including (but not limited to) NAPC's quarterly journal, brochures, event marketing, and reports
- Provide virtual meeting support
- Assist in the production and publication of NAPC's quarterly journal, The Alliance Review
  - Provide formatting and article specifications to issue authors/contributors
  - Receive articles from issue contributors
  - Review articles for grammar and consistency errors
  - Communicate editorial updates with authors
  - Manage committee workflow appropriately to meet project deadlines
  - Format articles as needed to specification and coordinate with graphic designer during the design process

### **Qualifications**

- Previous editorial experience and proven track record in writing and copy editing
- Excellent writing/editing and verbal communication skills
- Experience developing and implementing communications strategies
- Proven independent project coordination skills; ability to meet deadlines and work in a collaborative environment
- Proficient with Word, Excel, PowerPoint, Adobe tools; experience with online meeting platforms and CRM databases
- Experience in architecture, planning or historic preservation preferred

### **Hours and Compensation:**

**Hours:** This is a 25 hour per week, salaried position. The position is remote and has some flexibility with work schedule/hours, however, the candidate must be available at pre-determined times during NAPC business hours to allow for meetings. **Compensation:** The range of compensation is \$27,500-\$28,500 per year for a 25-hour work week. The employee will be eligible to participate in the NAPC IRA retirement plan with employer match and will also receive paid vacation and federal holidays proportional to hours worked.

Please send a cover letter and resume to Stephanie Paul, Executive Director, NAPC at [stephanie@napcommissions.org](mailto:stephanie@napcommissions.org) by Monday, August 9, 2021.