The National Association of Scholars (NAS), a non-profit that seeks to reform higher education, is seeking a new communications associate. NAS works to improve American higher education by supporting rigorous intellectual standards, academic freedom, and institutional transparency in colleges and universities. To learn more about NAS, visit www.nas.org.

Reports to: Director of Communications

- Key areas of responsibilities
- Managing website content
- Writing brief articles on issues in higher education
- Assisting with research reports
- Creating email newsletter updates

- Drafting correspondence
- Copy editing and proofing
- Basic image editing and HTML coding
- Helping with direct mail

Qualifications

- Desire to further NAS’s mission to improve higher education
- Well-organized
- Meticulous
- Process-Oriented
- Capable researcher
- Creative and diligent
- Professional in correspondence

- Ability to communicate in succinct and attractive copy
- Proficiency in Microsoft Word and Excel or Google Suite equivalent
- Basic Photoshop and InDesign skills, other Adobe Creative skills are a plus
- Basic or limited knowledge of HTML with a desire to learn more.

Additional Details

- This is an entry level position—recent college graduates preferred.
- Communications experience is not necessary. Qualifications listed above should be acquired through extracurriculars, internships, or during college.
- This is a full-time position and qualifies for benefits.
- Starting salary is $50,000 with promotions available upon review.
- This position can be accomplished remotely, although it is preferred that the prospective hire live near or within New York City.

For consideration, please send a brief letter of interest, resume, and a writing sample to Chance Layton at layton@nas.org.