

NATIONAL ASSOCIATION *of* SCHOLARS

Communications Associate

The National Association of Scholars (NAS) is a non-profit higher education reform organization. NAS works to improve American higher education by supporting 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
- Attentive to detail
- 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 a full-time position and qualifies for benefits.
- The 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.