



Title: Communications Coordinator

Status: Non-exempt

Reports to: Senior Marketing and Communications Manager

Department: Communications

Salary Range: \$50,000-\$55,000/year

Location: DC Metro area preferred

The Genetics Society of America (GSA) is a professional membership organization for scientific researchers and educators in the field of genetics. Our members work to advance knowledge in the basic mechanisms of inheritance, from the molecular to the population level.

GSA is seeking a full-time Communications Coordinator to support the Communications Department in writing, copyediting, creating, formatting, and updating digital content. Updates and maintains the GSA website and conference subsites. Writes, copyedits, formats, and uploads content for the GSA blog: Genes to Genomes. Edits and produces short videos for GSA's YouTube channel.

Major Duties and Responsibilities:

Website Management and Content Creation

- Regularly updates and maintains the GSA website, ensuring content accuracy and site functionality.
- Creates, edits, and uploads engaging content for the website, creating new webpages as needed, including drafting copy, formatting, and updating—implementing changes to improve user experience and overall site performance.
- Refreshes website content and maintains website calendar.
- Works with Creative Design Manager and Digital Marketing Coordinator to create graphics and visual elements for the website.

Blog Management and Content Creation

- Writes, copyedits, formats, and uploads content for the blog in WordPress, maintaining a consistent posting schedule.
- Maintains blog calendar.
- Ensures the blog remains up-to-date, visually appealing, and aligned with GSA's communications goals, brand, tone, and voice. Sources graphics and visual elements to enhance the blog.

Writing and Copyediting

- Writes, copyedits, and proofreads clear, compelling copy across multiple platforms, including

the website, blog, email campaigns, social media, and other communications materials like newsletters and reports.

- Works with Senior Communications Specialist and Senior Marketing and Communications Manager to ensure all written materials align with the GSA brand's voice, tone, and style.
- Supports Senior Communications Specialist with review and copyediting of GSA external communications.
- Works with the Senior Communications Specialist and Senior Marketing and Communications Manager to continuously optimize written content based on performance metrics and audience feedback to improve clarity and engagement.

Video Editing and YouTube Account Optimization

- Clips and edits YouTube videos and uploads. Writes descriptions and metadata to optimize our channel and content.
- Works with Creative Design Manager and Digital Marketing Coordinator to create template graphics to use in video editing and production.

Reporting and Analytics

- Works with the Creative Design Manager, Digital Marketing Coordinator, and the Senior Communications Specialist to monitor and analyze regular reporting for website traffic and blog performance.

Social Media

- Drafts social media copy and works with the Senior Communications Specialist, Creative Design Manager, and Digital Marketing Coordinator to propose creative graphics and multimedia.
- Supports Senior Communications Specialist with the copy and scheduling of content.
- Works with and supports the Senior Marketing and Communications Manager to engage in social listening and monthly reporting.

General Support

- Provides general support to staff in implementing communication and marketing strategies.
- Supports Senior Marketing and Communications Manager with the execution of email marketing campaigns.

Skills and Qualifications:

- Bachelor's Degree in Professional Writing, Journalism, English, Communications, Marketing, or closely related field required; Master's degree preferred.
- 2–5 years professional work experience in nonprofit or corporate communications or publishing.
- Experience with social media marketing and website management best practices.

- Exceptional English writing, editing, and grammar skills.
- Strong copyediting skills.
- Familiarity with using Google Workspace, as well as Microsoft Word, Excel, and PowerPoint
- Experience working in a content management system (e.g., WordPress)
- Experience sourcing and crediting multimedia content according to usage rights (e.g., photos, vector graphics)
- Basic graphic design skills (Canva, Adobe Creative Cloud Express). Knowledge of Adobe Photoshop, InDesign, and Illustrator is a bonus, but not required.
- Ability to prioritize tasks and meet deadlines
- Strong organizational and time-management skills
- Strong attention to detail
- Highly collaborative and strong communications skills
- Ability to learn new software and online tools
- Reliable and demonstrated ability to work both independently and collaboratively.
- Experience working with a writing and editing style guide.
- Familiarity with Chicago Manual Style is a plus.
- Experience using blast email software (e.g., Active Campaign, MailChimp) is a plus.
- Experience in science and/or the non-profit sector is a plus.

Benefits:

This is a full-time, non-exempt position. GSA offers exceptional benefits including professional development opportunities, 403(b) retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking are offered.

Location:

This position is located in the DC metro area.

For more information and to apply, visit <http://www.faseb.org/employment>. A cover letter and salary requirements with your resume is required.

For information on the Genetics Society of America (GSA), please visit this site: <https://genetics-gsa.org/about-gsa/>

GSA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.