

## Communications and Administrative Specialist

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Women in Development of Greater Boston (WIDGB) is seeking an experienced administrative professional with a strong communications background. This role offers a unique opportunity for professional growth and development, allowing significant impact in our key areas of focus. The incumbent will shape and formalize our communications strategy, a critical driver in increasing our membership, event attendance, and revenue via our job board listings and sponsorships. This individual's contribution will be instrumental in our growth and success.

### **Communications Support (80%)**

Partner with WID leadership to create a multifaceted communications strategy (including, but not limited to, social media, email, website, and other platforms) with content that showcases the benefits of WID membership for current, lapsed, organizational, and prospective members and sponsors

- Implement this strategy by spearheading the design, production, and deployment of engaging multimedia content for digital and print communications that connects with and inspires our target audience.
- Monitor and adapt communications strategies based on outcomes and engagement.
- Serve as a communications specialist in collaborating with the WID board and committees to help brainstorm, plan, and execute WID programs and signature events (including, but not limited to, topic selection, speaker identification, and event sponsorship solicitation)
- Maintain communications organizational calendar in collaboration with committee co-chairs
- Ensure all communications are crafted through the lens of WIDGB's unwavering commitment to diversity, equity, inclusion, and belonging, a cornerstone of our organizational values.

### **Administrative Support (20%)**

- Provide administrative support for the WID President, Managing Director, Board of Directors and board, and Committees, including:
  - Preparing slide decks for board and committee meetings
  - Managing records and storage within the website portal
  - Other administrative tasks as assigned

**Qualifications:**

- The position requires at least three years of communications experience in a professional setting, with demonstrated exceptional verbal and written communication skills, including writing, editing, proofreading, layout, and design.
- Proficient use of the Microsoft Office Suite and the Google Suite is required.

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- The applicant should have a strong knowledge and understanding of digital and social media trends.
- Individual must have strong organizational skills, strict attention to detail, and the ability to work independently and collaboratively while adapting to shifting priorities.
- This is a contract position. The candidate is expected to work approximately 20 hours per week, but hours may increase or decrease depending on priorities and deadlines. The specialist will work remotely, but travel and occasional evening work are required.
- The CAS must be available to attend WID Spring and Fall signature events and monthly programs that occur in person in the greater Boston area and virtually.

**Position Details:**

Position Title: Communications and Administrative Specialist

Reports to: WID Managing Director

Salary Range: \$28.00 - \$34.00/hr, commensurate with experience; this is a contract position.

**Apply:**

Please send your resume and cover letter to [widgb@widgb.org](mailto:widgb@widgb.org).

*Women in Development of Greater Boston is committed to providing an inclusive and welcoming environment where every member feels valued, respected, and empowered. We honor diverse perspectives and backgrounds that lead to innovative ideas and better outcomes for the WID community and beyond.*

*In line with our commitment to diversity, equity, and inclusion, if your experience does not entirely match our requirements but you have transferable experience, we encourage you to apply.*