



## **Communications Assistant (Spring)** Position Description

### **Overview of Boston After School & Beyond**

Boston After School & Beyond (Boston Beyond) is a nonprofit organization founded in 2005 that connects school, after school, and summer learning so that young people can develop to their full potential. Youth need opportunities to acquire the knowledge, skills, and experiences necessary to thrive in school, college, work, and life. The time spent outside of school — and particularly in high performing after-school and summer programs — represents an opportunity for them to develop and practice these skills, expand social networks, and build background knowledge.

A local organization with a national reputation, Boston Beyond catalyzes partnerships among the City of Boston, the Boston Public Schools (BPS), local and national funders, researchers, and over 230 youth programs to test new learning models and bring successful approaches to scale. The organization operates through a lean and productive staff focused on designing, building, and supporting a citywide learning system, in concert with schools, that draws on the strengths of Boston's rich array of youth programs to maximize the time spent outside of school. Programs in Boston Beyond's network pursue common goals, implement shared measurement, and have a greater impact on closing opportunity and achievement gaps than they would if they worked in isolation.

Boston Beyond's approach has taken root in the city, informing new innovations and reaching scale. The most mature learning model within Boston Beyond's portfolio is the 5<sup>th</sup> Quarter of Learning, an innovative, nationally-recognized approach to summer learning that is proven to get results. Beginning as a small pilot known as the Boston Summer Learning Project 10 years ago, Boston Beyond's summer learning network has now grown to serve over 12,500 students through 145 programs. Mayor Martin J. Walsh has deemed this research-validated summer learning model a citywide priority, naming it the 5<sup>th</sup> Quarter of Learning and encouraging the city's partners to grow and scale this work.

As we approach the 10<sup>th</sup> anniversary of the Boston Summer Learning Project, Boston Beyond has an opportunity to develop a robust communications plan to celebrate the work that's been done over the past decade, as well as share what's to come in the next 10 years. Boston Beyond seeks a Communications Assistant who can assist with these communication efforts, event planning and logistics, and other relevant administrative tasks.

This is an excellent opportunity to make a visible contribution to a small organization, to gain broad exposure to the fields of education, youth development, and expanded learning, to learn how a nonprofit organization functions, and to build connections with many youth-serving organizations in Greater Boston.

## Responsibilities

### 1. Assist with Boston Beyond's communication efforts.

- Develop and implement strategic communications plans for initiatives, most notably the 10<sup>th</sup> anniversary of the Boston Summer Learning Project.
- Coordinate and manage video production and content creation for partner interviews.
- Create new website content, partner profiles, and newsletters.
- Post on Boston Beyond's social media accounts with initiative updates and events.
- Assist the Director Development & Communications with various projects.

### 2. Assist with Boston Beyond's events and logistics.

- Develop materials and graphics for event handouts and invitations.
- Take photos/videos and post on Boston Beyond's social media accounts from events.
- Assist with various preparations leading up to events, and day-of event logistics.
- Draft blog posts following events.

### 3. Support staff and spearhead administrative tasks when necessary.

- Update Salesforce information as requested by program directors.
- Assist with scheduling meetings and note-taking when necessary.
- Assist with collection and organization of partnership documents and student consent forms.

## Required Skills and Attributes

- Experienced in, and excited about, writing newsletters, creating videos, developing online content and social media posts.
- Experienced in designing engaging and appealing content, including text and graphics.
- Proficient in Microsoft Office, WordPress, and social media platforms.
- **Initiative.** Experience with identifying problems and leading implementation of solutions to ultimately improve output.
- **Detail-Orientation.** Proven track record of thinking through all aspects of an event, program, or project and addressing all issues.
- **Organization.** Experience with managing multiple simultaneous projects successfully, demonstrating time and task management skills.
- **Collaboration.** Experience working effectively with others, including within a team, across an organization, or with customers.
- Interested in working at a small nonprofit with local and national influence.
- Proficiency in Salesforce preferred.

## Details

This temporary position will run roughly from February/March through May, with the possibility of an extension through July. The Communications Assistant will ideally work up to 24 hours per week. Hourly pay will range between \$14 - \$16 per hour, commensurate to experience.



**To Apply**

Please email a resume and cover letter to [jobs@bostonbeyond.org](mailto:jobs@bostonbeyond.org), with Communications Assistant in the subject line. Your cover letter should describe your interest, qualifications, and experience as they relate to this job.

Boston After School & Beyond is an Equal Opportunity Employer.