

## Director of Communications—Volunteer Position

Dimensions Sciences is seeking a Director of Communications. Our mission is to assist early-career scientists from underrepresented communities with mentoring programs and scholarships to promote diversity in the sciences to further equity, international collaboration, and innovative research. We are a small, completely volunteer organization that needs your expertise.

### Job Responsibilities

- Direct the organization's communications activities to align with our overall strategy
- Communicate with and be accountable to the leadership to stay informed of our overall strategies
- Collaborate with members of the Programs Committee to develop communications campaigns aligned with our programming calendar
- Lead a team of writers/bloggers, providing direction according to our short-term and long-term communications strategy
- Create communications campaigns, looking forward to the end of the year to plan the team's work

### Job Skills & Qualifications Required

- Project management skills
- Adherence to organizational branding and style guidelines
- Collaboration with and accountability to leadership
- Organizational skills and attention to detail
- Understanding of our audience
- Excellent communication skills, both written and verbal
- Ability to lead groups and be decisive
- Collaboration skills to accept and incorporate ideas into strategies
- Time management and organization to meet strict deadlines

### Preferred

- Bachelor's degree in communications, marketing, or related/applicable area
- One year or more of experience in marketing, communications, and/or nonprofit work
- Previous experience leading a team