

Communications and Social Media Director

The Autism Science Foundation (ASF) seeks an experienced Communications and Social Media Director to create, develop, produce and distribute original content on a variety of platforms, including social media. This is a full time position with benefits.

ASF is a nonprofit organization dedicated to supporting people with autism and their families by funding scientific research aimed at finding the causes of autism and developing better treatments.

The Communications and Social Media Director will be responsible for creating and managing a strategy to recruit, engage and retain the ASF community via digital platforms. This includes researching and turning content ideas into videos, images, infographics, newsletters, press releases, and text captions to promote and support the work of the Autism Science Foundation. They will develop campaign ideas and create & execute a content calendar that includes social media, electronic communications and other campaigns.

This is a hybrid position with 1-2 days per week in-office required. Our office is in New York City.

Roles and Responsibilities

- Working with our science and event teams, develop targeted communications and social media campaigns across multiple platforms.
- Create videos, images, infographics and post them on multiple social media platforms.
- Write and produce twice-monthly newsletters
- Draft advocacy statements, letters and press releases
- Monitor various social media platforms such as Facebook, Instagram, TikTok, Youtube and X and respond to posts that tag ASF.
- Analyze analytics to gauge the success of campaigns.
- Manage and organize ASF's photo and video library.
- Create and execute content calendar.

Qualifications

- Must have basic design ability and experience with Canva, Photoshop and Illustrator, Constant Contact
- Must have several years of communications, public relations, writing, journalism or social media content design experience

- Must be an outstanding writer

Salary commensurate with experience in the range of \$75,000-\$90,000 per year with benefits including health insurance, 401k, and PTO.

ASF offers a flexible schedule and flexible work environment. We are a small organization and all staff must be able to work at events when needed. Send resume and cover letter to contactus@autismsciencefoundation.org

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