

## CAE Communications Coordinator Call for Applications

Creating, increasing, and maintaining connections are integral to fulfilling CAE's mission to advancing scholarship that relies on anthropological perspectives to advance anti-oppressive, socially equitable and racially just solutions to educational problems. Part of this mission necessitates a communications strategy and infrastructure responsive to the interests of a growing, transparent, and welcoming section.

### Position Overview

We seek a Communications Coordinator, a new Executive Board position within CAE, as part of our commitment to stable and better communication that acknowledges the various needs of our members. The Communications Coordinator will use a variety of electronic channels (website, social media, newsletter, listserv) to create and facilitate high quality stories/graphics about CAE in support of timely sharing of information and member engagement.

### Essential Functions

Like other appointed section officer positions (e.g., Treasurer and Secretary), the Communications Coordinator serves a 3-year term and could be renewed for a second 3-year term. The Communications Coordinator will also participate in monthly CAE Executive Board meetings, but does not have voting authority. The Communications Coordinator will:

- Develop a vision and strategy for building community, mobilizing knowledge, and reclaiming the space for anthropology of education in broader educational discourses.
- Build a communications strategy in line with CAE's [mission](#).
- Work on the redesign of the website and revitalizing communication channels in order to increase the visibility of the field, build stronger community, and strengthen the presence of educational anthropologists in the educational research community.
- Use social media to promote CAE, initiating discussions and conversations using various platforms (Facebook, Twitter, Instagram, TikTok, etc.), such as curating Twitter chats, updating Instagram stories, and/or holding regular Facebook discussions.
- Collect news from members (including job announcements) and share those through appropriate channels.
- Take direction and report monthly to the CAE Executive Committee. Write an annual report.
- Update the Council's website.
- Monitor the AAA Communities Platform and Google discussion groups/CAE Listserv, including at least monthly communicating through both mechanisms to ask those on these discussion boards for any updates, concerns, ideas, etc.
- Be the publicly identified point person for members and prospective members with communication tasks and/or questions, and would assure the Council's timely and in-depth presence on social media platforms.

### Knowledge and Skills

Current CAE member in good standing.

Familiarity with AAA and CAE and an established commitment to upholding the CAE mission. .

Proficiency using AAA's software WordPress, Google Groups, Facebook, Twitter, Instagram, and desktop publishing and graphic design software.

Experience in creating and implementing a social media campaign and designing communications strategy.

Skilled in planning, prioritizing, and coordinating work effectively.

Excellent communications skills and storytelling ability.

Strong interpersonal skills and ability to work collaboratively and independently.

### Compensation

\$2000 annual 12-month stipend

*The Communications Coordinator will be paid as a contractor through the CAE the amount of \$2,000 per year for the three year term. There will be an additional \$500 bonus for the first year of service in recognition of the extra work needed to establish the role and update current communication channels.*

### Application instructions

Abbreviated 1 page CV outlining relevant knowledge and skills.

1 page statement about a communication strategy plan for CAE for the time of the appointment (3-years) and reason for wanting this position.

Deadline: Sep 30, 2022

Email your application materials to: [mariela.nunez-janes@unt.edu](mailto:mariela.nunez-janes@unt.edu)