

Position Summary

The Boston Ujima Project (Ujima) is seeking a Communications Associate who will support Ujima's Communications team. Reporting to the Communications Director, and working collaboratively with the Ujima Culture and Fund Management Teams, this position will strategically plan, design and implement marketing and communication materials across our various channels. **Applications for this position will be reviewed on a rolling basis for a June 2022 start date.**

Primary Responsibilities

Manage Website (25%)

- Oversee management and upkeep of Ujima's website, hosted on Wix.
- Participate in upkeep of Ujima's microsite, Necessary Systems, hosted on Cargo Site.

Social Media (25%)

- Work with Communications team to organize and execute digital marketing plans across multiple platforms including Facebook, Instagram, Twitter, and newsletters
- Create unique content that is up-to-date with current trends across social media including animations, stories, short videos, memes, and infographics
- Utilize various forums and networks to increase content engagement and reach
- Manage Facebook and Eventbrite pages for programs and events
- Stay current with dialogues across platforms (Twitter, Tiktok, etc.)
- Engage with social media accounts daily

E-Communications and Marketing (25%)

- Work closely with Communications team to produce and manage timelines for all printed and digital marketing materials, including, but not limited to:
 - Reports, banners, flyers, posters, and digital graphics
- Draft, design and send weekly newsletters
- Design and send event and digital program announcements and invitations
- Update members and the wider public to upcoming events through online groups, calendars and listservs
- Must be proficient working with design for print, web, and social media.
- Basic video editing for Youtube and Facebook

Membership (15%)

- Schedule weekly reminders emails to Ujima member teams
- Facilitate and observe up to two Wednesday Political and Financial Education workshops per month
- Correspond with members through email, phone and social media to support Ujima news, events, voting, and assemblies.

Data Analytics (5%)

- Review and report on web and social analytics
- Report on weakness and strengths
- Track event RSVPs, attendance, and social media engagement

Organizing and Ad Hoc Communications Support (5%)

- Assist with Ujima's organizing and programmatic campaigns as needed

Qualifications

- Diligent, kind and honest spirit
- Great attention to detail
- 2-3 years of design experience with Adobe Suite
- 1 year of social media management experience
- Strong written and verbal communication skills
- Fluency in Spanish, Haitian Creole, Portuguese or Somali is a plus
- Boston residents encouraged to apply

Compensation: The salary range for this position is \$50,000 - \$60,000 with unlimited, responsible time off, and generous health and fringe benefits.

Hours: This is a full time, 40 hour/week remote position, with the expectation of transitioning to a hybrid workplace upon evaluation of public health conditions. Weekend and evening hours will be required for Ujima events and programming.

How to Apply: Qualified applicants should send a resume and design portfolio to info@ujimaboston.com with the subject line "Communications Associate Application," by **May 30, 2022**. Resumes without a portfolio will not be considered.

Boston Ujima Project is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services. Boston residents are strongly encouraged to apply.

THE BOSTON UJIMA PROJECT is a Black led, democratic, member-run organization building a cooperative business, arts and investment ecosystem in Boston, with a mission to return wealth to working class communities of color. Ujima is bringing together neighbors, workers, business owners, investors, grassroots organizers, and culture-makers, to create a community-controlled economy in our city.

Learn more about Ujima Project at www.ujimaboston.com