



JOB ANNOUNCEMENT

POSITION: Digital Outreach Coordinator

GENERAL INFORMATION:

[The Archaeological Conservancy](#) is the only national organization that acquires, preserves, and manages archaeological sites in the U.S. Since 1980, The Conservancy has preserved over 565 cultural sites across the nation. It is a small but growing organization with national headquarters in Albuquerque. We are seeking a Digital Outreach Coordinator to manage our educational outreach program and maintain our website and social media platforms.

POSITION RESPONSIBILITY:

1. Responsible for regular website maintenance and updates using WordPress.
2. Responsible for daily social media shares using Buffer.
3. Responsible for producing original digital content for our website and all social media channels that includes working with the Regional Directors to create custom graphics, videos, and articles that highlight our preservation work across the nation.
4. Film, produce, and edit short films focused on our national preserves using Adobe Premiere and After Effects.
5. Producing Virtual Lectures for Zoom Webinars which includes identifying and coordinating with new speakers, meeting logistics, and moderating live events.
6. Produce reports and present them for our bi-annual Board of Directors meetings.
7. Working with staff on digital fundraising campaigns, as needed.

QUALIFICATIONS:

1. Bachelor's degree in Anthropology or Archaeology preferred.
2. Highly motivated and able to work independently.
3. Exceptional organizational and communication skills.
4. Experience in digital content management and social media marketing.
5. Experience working with Adobe Cloud products such as Photoshop, Illustrator, Premiere, After Effects, and Audition.
6. Experience working with Zoom or other webinar platforms.
7. Experience maintaining websites.

AVAILABILITY: Immediate.

SALARY: Full-time. DOE with excellent benefits. Employee can work from home or the Conservancy office.

APPLICATION: Send resume sarah.tac@gmail.com.
