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**May 2021**

## **Temporary Marketing Coordinator**

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch and pride ourselves on a warm and supportive work environment. GrubStreet is looking for a Temporary Marketing Coordinator to complete general marketing promotion and administration duties. This is a short-term assignment, so we are looking for a candidate who is willing to commit to the entire duration from July – November, 2021.

The Temporary Marketing Coordinator position plays a vital role in helping GrubStreet to support our mission. This role is responsible for assisting with the day-to-day coordination of marketing activities and initiatives. This includes writing and building social media posts and email newsletters; designing images for social media and other marketing collateral; researching and building blog posts; updating marketing reporting; and other tasks related to general marketing for the organization.

This is a full-time temporary position from July 2021 – November 2021. The Temporary Marketing Coordinator works in our fast paced, friendly Boston office (currently operating remotely). This position reports to the Director of Marketing & Communications and works closely with other departments and community members in GrubStreet.

We encourage BIPOC (Black, Indigenous and people of color), LGBTQIA+, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity, and inclusivity because we know that all people are vital and that their stories are our stories.

### **Responsibilities:**

- Coordinates communications across social channels.
- Updates print and digital marketing collateral, including flyers, brochures, social media images, and advertising.

- With marketing team, administers the GrubStreet blog, including copy editing and building blog posts.
- Administers GrubStreet’s daily social media presence, including postings, scheduling, and engagement across Facebook, Twitter, and Instagram.
- Write, build and schedule monthly departmental newsletters.
- Promote content from the GrubStreet blog, GrubWrites, and provide editorial support, including formatting and proofreading posts, and writing social media copy.
- Monitor communications email account, responding to email queries from students, partners, and other correspondents.
- Respond to questions and feedback on social media channels.
- Promote, participate in and track attendance of promotional activities and events, such as open houses, free writing sessions, etc.

**Qualifications:**

- Interest or involvement in Boston’s literary community
- Demonstrated experience with social media platforms and tools
- Knowledge of the Adobe Suite (Photoshop, InDesign, etc)
- Experience with Google Analytics and other reporting tools is helpful, but not required
- Experience with online advertising and email marketing tools is helpful, but not required

**About the Organization**

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet, the largest creative writing center in the U.S., annually engages over 8,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate-level seminars.

Our teachers are working artists who bring the highest quality instruction and mentorship to storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers.

Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities across Boston.

Our programs and offices are currently operating remotely in response to the Covid-19 pandemic.

### **Position Details**

GrubStreet is an equal opportunity employer. We provide a competitive salary and a dynamic, collaborative work environment. The hourly range for this position is \$22 – \$27/hour, commensurate with experience.

### **CONTACT INFORMATION**

**Instructions: Please submit your resume and cover letter at this link: <https://airtable.com/shr7iOIxjJZC4Foyv>. If you have trouble or have questions, please email [jobs@grubstreet.org](mailto:jobs@grubstreet.org) and put “Temporary Marketing Coordinator” in the subject line. We will begin interviewing candidates on June 1<sup>st</sup> 2021, but applications will be accepted and reviewed on a rolling basis. No phone calls, please.**

**Position Status:** Temporary, full-time, hourly, non-exempt

**Position Level:** 2-4 years’ experience preferred

**Position Reports to:** Director of Marketing & Communications

**Location:** Boston