

**PERMANENT FULL-TIME OPPORTUNITY**

**POSITION:** Communications Assistant  
**EMPLOYER:** **Boston Teachers Union**  
**180 Mount Vernon Street**  
**Boston, MA 02125**

**Our Organization**

The Boston Teachers Union (BTU) proudly represents more than 10,000 teachers and other professionals including school nurses, psychologists, guidance counselors, paraprofessionals, and substitute teachers. Together, we advocate for the interests of students, parents and education professionals throughout the Boston Public Schools. We support investment in public education to ensure a stronger future for our students and our city. As a union of educators, we are part of a movement that seeks to improve the quality of life for all working people. We are united against all forms of prejudice and bigotry that would seek to devalue the lives or liberties of our students, families or colleagues.

**Your Role**

The Boston Teachers Union is seeking a Communications Assistant to work closely with the President on day-to-day online communication priorities on behalf of the union.

BTU is not only a leading voice in the local labor movement, and also a leading progressive force for social justice and for the public good. The assistant will be traveling with the President to events throughout Boston, attending BTU events and will be helping to document key day-to-day in-person events of the union as well as assist with internal and external communications from the BTU.

**Principal Duties:**

- Author and post content to the union's social media platforms and echo content from union allies and related causes
- Draft weekly union email bulletins and maintain a comprehensive calendar of event listings for those bulletins
- Draft special bulletins to supplement the weekly bulletins
- Draft content for the union's website and oversee the member newspaper as the editor, convene the editorial board and solicit content from BTU members
- Make recommendations regarding the newspaper, member communications and integration of social media
- Accompany the union president to a busy schedule of in-person events for live social media posting and occasional live-streaming
- Document union activities with mobile phone photos and videos to create additional content for the union's social media platforms, email updates, and upcoming new website
- Document member participation in said activities and generate proactive ideas for content that can inspire and promote member and community engagement in the strategic priorities for the union
- Serve as a positive ambassador and messenger for the President's office and the BTU-at-large to internal and external stakeholders
- Collaborate with and serve as a liaison with external communications partners
- Demonstrate cultural competencies and a team-oriented approach consistent with the union's values and general approach toward prioritizing member service and the empowerment of our communities and students
- Demonstrate an interest in education policy, the labor movement, and social justice causes
- Assist with other union related activities as needed and directed by the President.

**Qualifications and Experience:**

- Bachelor's degree in Communications or a related field or relevant work experience is required
- Labor union or non-profit accounting experience preferred
- Demonstrated proficiency in using social media platforms and publishing platforms
- Strong writing, editing and communication skills
- Excellent problem solving/judgmental skills, with high level of attention to detail and accuracy.
- Ability to maintain confidentiality and exercise discretion.
- Ability to handle and prioritize multiple tasks and meet all deadlines

**Benefits:**

- Competitive Salary
- Health and Dental Insurance
- Eye Care plan
- Retirement plan
- Prepaid Legal Plan
- Vacation/Sick Leave/Personal Time

**Schedule:**

- Must be able to work nights and weekends as needed and be willing and able to travel
- In office (flexible hours)

Nothing in this job posting restricts Management's right to assign or reassign duties and responsibilities at any time. Further, it does not prescribe or restrict the tasks that may be assigned.

Competitive salary commensurate with experience, starting at \$70,000 minimum

Application Deadline:     Until filled

The Boston Teachers Union is an Equal Opportunity Employer. Interested applicants should submit a cover letter and resume to Michelle Frank via email at [mfrank@btu.org](mailto:mfrank@btu.org) or by mail to:

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