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## Communications Assistant

**Job Number:** 16075  
**Department:** Civil and Environmental Engineering  
**School Area:** Engineering  
**Employment Type:** Full-Time  
**Payroll Category:** Support Staff  
**Visa Sponsorship Available:** No  
**Schedule:**

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[Communications Assistant \(../jobDetails/jobDetail.html?jobPostId=12864&localeCode=us\) Civil and Environmental Engineering | Full-Time](#)

[Administrative Assistant II](#)

**curious, motivated, want to be part of a unique community, and help shape the future – then take a look at this opportunity.**

COMMUNICATIONS ASSISTANT, Civil and Environmental Engineering (CEE), to write, edit, and produce complex original content for internal and external audiences. Will serve as the department’s primary staff writer and develop editorial calendar and communications strategy to support CEE’s goals and objectives; serve as a point of contact for press, identifying media opportunities and collaborating with others to amplify the department’s presence on campus and around the world; archive news coverage, awards, and photos from across the department; create weekly news digest; communicate with faculty and community members and become ingrained in department’s student activities, educational activities and initiatives, and faculty research in order to effectively communicate about them; identify stories and newsworthy research to meet department goals and initiatives; balance and manage multiple projects and timelines; ensure information is accurate and key messaging is consistent across all platforms; use consistent voice and branding while writing copy for marketing materials, including online, print, and social media; identify areas of improvement for department communications and website; and perform other duties as requested.

**Job Requirements**

REQUIRED: at least three years’ communications or related experience; copywriting experience; attention to detail; fluency in all social media platforms (e.g., Facebook, Twitter, Instagram, YouTube); proven ability to produce compelling content using highly technical source materials; excellent writing, interpersonal, and verbal communication skills; proven ability to work independently and identify newsworthy stories; and demonstrated ability to meet deadlines, write on behalf of others, and maintain a consistent brand voice across materials. Technical writing experience and a bachelor’s degree in journalism, communications, or related field preferred. Experience with WordPress and Adobe Creative Suite a plus. Job #16075-5


Occasional night and weekend work will be required.

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Civil and Environmental Engineering | Part-Time

Administrative Assistant II  
(../jobDetails/jobDetail.html? jobPostId=12888&localeCode=us)  
Civil and Environmental Engineering | Full-Time

Programmer  
(../jobDetails/jobDetail.html? jobPostId=10599&localeCode=us)  
Civil and Environmental Engineering | Part-Time  
Temporary

Administrative Officer  
(../jobDetails/jobDetail.html? jobPostId=12189&localeCode=us)  
Civil and Environmental Engineering | Full-Time

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Did you know?... MIT staff, faculty, and spouses are welcome to take art classes at the Student Art Association (SAA). The summer session starts on June 18! Learn more and register: [bit.ly/2KV44pl](http://bit.ly/2KV44pl)

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