

Call for Proposals

Newsletter Editor/Communications Coordinator School Science and Mathematics Association

The School Science and Mathematics Association is seeking proposals for the position of Newsletter Editor/Communications Coordinator for a three-year term for the period October 1, 2020 – June 30, 2023. The Newsletter Editor/Communications Coordinator is responsible for developing and implementing processes to inform the membership about activities of the organization, including, but not limited to, nominations, elections, proposed By-Law changes, special requests for proposals, and annual conventions. The Newsletter serves as a major communication source and is published electronically and distributed to the membership by the Executive Director(s) two times a year in conjunction with the Spring Board Meeting and the Fall Convention. Additionally, the Newsletter Editor/Communications Coordinator works with the Nominations and Elections Committee Chair and the Policy Committee Chair to prepare the ballot for new elections and proposed By-Law changes and works directly with the Executive Director(s) in distributing the ballot to all SSMA members. Most importantly, the Newsletter Editor/Communications Coordinator assumes primary responsibility for working with the Executive Director(s) to implement consistent, ongoing communication with members via social media sources.

The Newsletter Editor/Communications Coordinator serves as an appointed member of the Board of Directors and acts in an advisory (non-voting) capacity. The Newsletter Editor/Communications Coordinator further serves as an ex-officio member of the Publications Committee. As a member of the SSMA Board of Directors, the Newsletter Editor/Communications Coordinator attends and reports to the Board of Directors at the semi-annual Board Meetings, attends each convention, being visible for interaction with the attendees for any questions and communications regarding the Association. The Newsletter Editor/Communications Coordinator must be an SSMA member, must maintain one's membership during the entirety of the appointment, and it is preferred that the Newsletter Editor/Communications Coordinator has been an active SSMA member(s) prior to assuming the Newsletter Editor/Communications Coordinator role.

We seek qualities in a Newsletter Editor/Communications Coordinator that include a strong professional commitment to the goals of SSMA and the role of SSMA Newsletter Editor/Communications Coordinator; strong communication skills; ability to work collaboratively with others on projects and assignments; and resources and sufficient time to prepare two newsletters per year and implement consistent, ongoing communication with members.

The Association does not offer financial support for this position, but all position-related expenses for travel to Board and Convention meetings (as delineated in SSMA Policies and Procedures) are covered.

Candidates for the position must submit a written application by September 15, 2020, that includes the following information: (1) Letter of Interest, (2) Curriculum Vita, and (3) Prospective communication strategies.

Please send all inquiries and applications via e-mail (application attachments) to the SSMA executive offices (office@ssma.org).