**Pioneer Institute**

**Communications & Media Associate**

**Pioneer Institute** is a Boston-based research organization that develops and communicates dynamic ideas that advance prosperity and a vibrant civic life in Massachusetts and beyond. We are seeking a dynamic and talented Communications & Media Associate. This position requires flexibility in a fast-paced organization, with duties apportioned approximately as follows:

- Production, management, and marketing materials for up to three podcasts weekly (50%)
- Assisting/backing up other Communications Department functions (25%)
- A/V production and promotion for occasional public events (25%)

This is a full-time (40 hours weekly), hybrid position requiring attendance in our Boston office two or three days each week. Some flexibility in hours required for podcast production. Occasional travel may be necessary to scout locations, meet with subjects, and work with vendors.

**Responsibilities**

**Podcast Production**
- Oversee weekly production of podcasts (Hubwonk, The Learning Curve, and JobMakers)
- Work with freelancers and staff colleagues on podcast language, graphics, and links
- Prepare, edit, and send notification emails through Constant Contact for the podcasts

**Communications Department Assistance**
- Participate in budgeting, planning, and quarterly reporting with Communications Director, Digital Marketing Manager, and Pioneer’s Chief Operating Officer

**A/V Production, Podcasts, Webinars, and Events**
- Work with Pioneer colleagues in education, economic opportunity, life sciences, and immigrant entrepreneurship to produce and market occasional webinars and podcasts
- Provide audio/visual support or work with outside vendors on events for Pioneer Institute and Pioneer Public Interest Law Center affiliate as required
- Work with colleagues to produce in-house promotional and highlight videos to promote Pioneer’s papers, reports, policy initiatives in education, economic opportunity, life sciences, and immigrant entrepreneurship
- Train and develop communications interns
- Other assignments, as needed

**Qualifications/skills**

- Commitment to the mission of Pioneer Institute and its affiliates
- Excellent writing and editing skills
- Knowledge of video and podcast editing software
- Ability to work independently and with coworkers and vendors
Proficient in Microsoft Office Suite, Google Docs, other common editing programs
Familiarity with Canva, Adobe Creative Suite, Final Cut Pro X, and similar programs a plus
Demonstrated photography, video, and design skills
Strong project management and organizational skills, with adaptability to fluctuating workloads and work environment, and ability to manage and meet multiple deadlines
Experience with live streaming and knowledge of audio equipment are plusses

Education and experience
- Bachelor’s degree in communications, journalism, English, or related field
- Experience in marketing, communications, or media relations work
- Video and podcast production experience a plus

Work hours and benefits
- Hybrid work schedule
- Competitive salary
- Medical, dental, and long-term disability plans
- 401(k) plan
- Generous flextime policy

How to Apply: Send your resume and cover letter to mconnaughton@pioneerinstitute.org, with subject line: “Communications & Media Associate.” Learn more about Pioneer Institute here.