

Communications Coordinator Tufts University

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Posted Dec. 24, 2024, set to expire May 5, 2025

Job Title	Communications Coordinator
Department	University Chaplaincy
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations
Job Website	https://jobs.tufts.edu/jobs/21261?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Tufts University Chaplaincy is a dynamic hub supporting religious, spiritual, ethical, and cultural life for all members of the Tufts community on all of Tufts' campuses. The University Chaplaincy provides spiritual care, supports religious and philosophical communities, educates about spiritual and ethical issues in society and the world, and promotes multifaith engagement. Reporting to the President, the University Chaplain leads the University Chaplaincy team, which includes seven Associate Chaplains (Buddhist, Catholic, Hindu, Humanist, Jewish, Muslim, and Protestant); three administrative, program, and music staff; as well as student workers and leaders. The University Chaplaincy works with 15+ campus religious and philosophical communities that offer over many weekly gatherings and special programs. Beyond its work supporting these communities, the University Chaplaincy offers multifaith programming and services for the whole University. Its staff serve as liaisons to various departments and schools and are members of various University committees related to diversity, equity, and inclusion, campus life, and mental health and wellness. The department also manages the care and use of Goddard Chapel and the Interfaith Center.

What You'll Do

This is a part-time position at 20 hours per week. This is also a limited term position with an end date of August 1, 2025.

The Communications Coordinator provides advanced level support in promoting effective communications across the department, school or division. They assist in the development of print materials and messaging including proofreading, editing and drafting communications materials. They assist in the design and layout of publications and coordinates publicity materials, advertising and public relations for events. In addition, they assist in creating, monitoring and updating website, drafts social media posts and monitors activity and triages or refers media inquiries to appropriate party. The Communications Coordinator assists with budgets, special projects and provides general administrative support as necessary.

What We're Looking For

Basic Requirements:

- Bachelor's degree in related area of study **OR** equivalent combination of education and experience.
- 0-1 year communications experience

Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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