



Communications Associate

[Seeding Labs](#) is a Boston-based nonprofit that is **empowering every scientist to change the world**. We connect resources that are critical but often out of economic or geographic reach to scientists in developing countries.

Through our flagship [Instrumental Access](#) program, Seeding Labs has provided more than \$37 million in reclaimed laboratory equipment to 82 institutions in 36 countries. Our [TeleScience](#) site, a free platform for scientists to share lab tips, tricks, and hacks, shares knowledge across the global scientific community. Videos on the platform have been viewed by students and scientists in 135 countries.

Our work is possible through partnerships with [170+ companies](#) in the life sciences sector that encourage equipment donation to, financial investment in, and employee engagement with our work. Together, we're building a global community of innovators and champions of science.

Responsibilities:

To highlight the impact of our work around the world, we are seeking a full-time **Communications Associate** with strong storytelling skills. Reporting to the VP of External Relations, the Communications Associate's role focuses on **communications, corporate relations, and development/fundraising efforts**. You will create compelling content for print, web, and social media and support communications needs across the organization.

A successful candidate will be a **keen writer** who can use this skill to raise awareness of the talented researchers we support globally. You'll share the impact of our work with our community of donors, including corporations and individuals, to encourage strong and lasting relationships. You will serve a key role in program implementation and executing fundraising campaigns.

You'll collaborate on new **ideas, strategy, and tools for communications and development** to help advance Seeding Labs' mission, gaining international experience and exposure.

As an ideal candidate for this role, you understand the nonprofit sector and have experience in **communications, public affairs, and/or donor relations** in-house for a nonprofit organization.

We especially welcome candidates who will bring **diverse cultural, ethnic, national, or international experiences** and perspectives to our organization.

Qualified applicants will be:

- Eager to communicate effectively and respectfully to varying audiences and cultures with professionalism and integrity
- Able to skillfully perform interviews with scientists to elicit compelling content, and then use that raw material to craft engaging donor-centered communications that highlight our impact and inspire action in our community
- Organized and comfortable working independently but carefully on a deadline in a dynamic, entrepreneurial environment
- Adept at digital marketing, social media campaigns, blogging, and photo/video editing
- Familiar with (or willing to learn) Adobe Creative Suite, WordPress, and Google Docs. Bonus if you've used Classy, Salesforce, and marketing automation software.
- Passionate about our mission and committed to using communications as a tool to increase our organizational impact and success

Target start date: Nov. 2, 2020

Compensation: \$50,000 annual

Seeding Labs is headquartered in Boston; we are currently operating remotely and candidates for this position can also expect to work remotely. Relocation to Boston will not be required. We are an equal opportunity employer. Applicants must be currently authorized to work in the US on a full-time basis.

Benefits:

Benefits include an employer-contributed health plan or a modest health plan stipend; dental and vision plans; healthcare and dependent care flexible spending accounts; employer-covered life and disability insurance; pre-tax public transportation pass; and 401K.

To Apply:

Submit a cover letter, resume, and clips of (or links to) previous work to careers@seedingslabs.org. Please include "Communications Associate" in the subject line when you apply.

###

