

# AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

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## **ASAP Member Services and Communications Coordinator**

The American Society of Adaptation Professionals (ASAP) is seeking a Member Services and Communications Coordinator. ASAP is the nation's premier professional association for adaptation and resilience practitioners. The organization connects and supports climate adaptation professionals, while advancing innovation and excellence in the field of climate change adaptation. ASAP members build essential climate resilience for communities across the U.S., and ASAP is committed to ensuring that work is done equitably, ethically, and effectively.

This person will be responsible for development and implementation of ASAP's Member Services, and creation and dissemination of ASAP communications products. They will ensure that ASAP provides high-quality services which enable the organization to attract, connect, and support a diverse membership of climate adaptation professionals spanning sectors and scales. They will also work with the ASAP Executive Director and Program Director to ensure compelling, consistent communication to members, stakeholders and the media. This person will report to the ASAP Program Director.

### *Responsibilities include:*

- Under direction from the Executive Director and Senior Program Manager, create content, designs, templates, and dissemination processes for all ASAP communications, including:
  - ASAP newsletter
  - event and webinar invitations
  - website content
  - social media content
  - press releases
  - news articles
- In support of the ASAP Program Director, provide coordination and planning support to ASAP Members as they implement the following activities:
  - Affinity Groups/Subcommittees
  - Regional Hubs
  - Regional Adaptation Leadership Award
  - Mentorship Program
  - ASAP Ambassadors Program
- Following direction of the Program Director, lead logistics planning and execution for all in-person events, including the National Adaptation Forum, ASAP Board Retreat, select regional ASAP hub events, and Resilience Dialogues convening.
- Plan and execute ASAP webinars in consultation with the Executive Director and Senior Program Manager.
- Provide administrative support to the Executive Director and Senior Program Manager as requested, including:
  - Scheduling
  - Writing/editing
  - Information management

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## *Qualifications*

- Interpersonal, problem-solving, and organizational skills
- Self-motivation, detail-orientation, and creativity
- Design and oral and written communication skills
- Experience in program coordination or related professional role
- Knowledge of good practices for program management and development
- Ability to work with diverse and multi-disciplinary teams

## *Preferred*

- Experience working with a remote team
- Experience with media relations
- Working knowledge of climate adaptation and social equity issues
- Bachelor's degree and at least one year of experience OR at least five years of directly relevant experience

## *Technical Skills*

- Proficiency with Adobe Creative Suite, G-Suite, and WordPress (expertise preferred)
- Experience managing social media accounts (experience with corporate social media tools, such as Tweet Deck/HootSuite and Google Analytics, preferred)

This is a two-year position, with the possibility of extension. It includes a competitive annual salary and benefits. Location flexible, but Ann Arbor, MI preferred.

**Salary Range:** \$38,000 - \$45,000

**To apply:** Send a cover letter and resume to [careers@adaptpros.org](mailto:careers@adaptpros.org)

**Start Date:** Immediate

**Position closing date:** Open until suitable candidate is identified