Communications and Community Manager

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Type: Full-Time
Salary: $76,400 - $130,000 per year
Posted: 18 days ago
Category: Communications, Marketing, and Public Affairs
Military

HARVARD UNIVERSITY

Company Description

By working at Harvard University, you join a vibrant community that advances Harvard's world-changing mission in meaningful ways, inspires innovation and collaboration, and builds skills and expertise. We are dedicated to creating a diverse and welcoming environment where everyone can thrive.

Why join Harvard Law School?

Join a community that combines excellence in legal education and scholarship with a deep commitment to justice. Here at Harvard Law School (HLS), you'll find an environment that values who you are and encourages you to grow, inspire others, and make a meaningful impact. Wherever you are in your career journey, HLS is a place where you can thrive, contribute, and be part of something bigger.

Job Description

At the Institutional Data Initiative (IDI) we're working to expand access to, and our collective understanding of, the data that underpins AI. By collaborating with library, government, and academic institutions to publish their knowledge collections as AI training sets, IDI seeks to 1) empower those institutions and the cultures they represent, 2) build a foundational pipeline for academic inquiry of AI, and 3) advance the state of the art for all builders of AI systems. At launch, we released Institutional Books-a dataset of nearly 1M public domain books, scanned through Harvard Library.

The Communications and Community Manager will be IDI's primary convener, connecter, and storyteller, with ownership over a communications and events strategy that encompasses IDI's website, social media, press coverage, community channels, in person

and virtual events, et al. The person in this role is charged with growing IDI's profile and network in three main areas: the knowledge institutions with which we partner; the researchers and developers who work with our data and/or on similar data projects; and the funders who support our sustainable operations. Each of these audiences feeds into an IDI colleague's portfolio, making collaboration crucial to success in this role. The Communications and Community Manager will seek to grow this multi-faceted community by taking the lead in forming and tracking a diaspora of technologists, academics, students, cultural stakeholders, and more who expand IDI's capabilities, capacity, and perspectives. Developing a deep understanding of IDI's work and the needs of its various stakeholder communities, and drawing from previous experience representing organizations at a high level, will be crucial to success.

IDI's impact is often tied to the unique overlap between our partner knowledge institutions, data users and researchers, and funding communities. IDI operates within Harvard and alongside the Library Innovation Lab, the Berkman Klein Center, and the Applied Social Media Lab; engaging these communities, among others, is critical to delivering on our mission. As IDI's first point of engagement in many of our channels, the person in this role must have a keen understanding of AI technologies and IDI's workflows in order to route interactions from community members to their most appropriate destinations.

As Communications and Community Manager, you will:

- Own, from development to execution, IDI's communications and community strategy. Create a multifaceted, multichannel approach to raising IDI's profile and amplifying our impact among key audiences.
- Develop and execute successful outreach strategies to press and target audiences.
- Create and communicate a coherent set of narratives to bring our projects to internal and external audiences.
- Represent IDI at external conferences and workshops.
- Build connections among communities that could benefit from or amplify IDI's work.
- Maintain IDI's brand and design guidelines.
- Develop and execute workshops, conferences, and other convenings where IDI may gather our stakeholder community and advance specific targets. Examples include onsite council meetings, collaborative workshops with the Berkman Klein Center that consider related policy questions, and partner symposia.
- Create and manage accounts on platforms (Slack, X, HuggingFace, et al) where IDI may gather and engage with the community.
- Foster collaboration with and amplify communications through sibling organizations including the Library Innovation Lab, Berkman Klein Center, Applied Social Media Lab, and Harvard at large.
- Formally and informally advise IDI staff on communications best practices both within the IDI ecosystem and in general.

- Other duties as assigned.

Qualifications

Basic Qualifications

Bachelor's degree and 5 or more years of experience in communications, management or public relations and multi-media.

Additional Qualifications and Skills

We are looking for people who have:

- An interest in developing a high-level understanding of AI and a desire to guide AI toward the public interest.
- Experience setting and executing communications strategy, and an interest in organizational storytelling across multiple media platforms.
- Experience developing and executing an events strategy.
- Experience fostering and managing a collaborative community including technical, arts, or literary communities and especially open source software projects.
- Broad knowledge of AI scholarly research, public policy and legislation, and industry developments as well as an ability to effectively communicate that knowledge to diverse public and private audiences.
- Strong written and verbal communication skills.
- Demonstrated sound judgment, ethical standards, discretion, and tact.
- A network of personal connections to media professionals is a plus.
- A track record of shipping projects, especially in high-velocity organizations.

Additional Information

Appointment End Date: This is a two-year term appointment with potential for renewal, subject to departmental need.

Standard Hours/Schedule: Full-time

Visa Sponsorship Information: Harvard University is unable to provide visa sponsorship for this position

Pre-Employment Screening: Identity, Education

Other Information:

This position is a combination of on campus and remote work based on business needs and manager approval.

Occasional travel for conferences and events as needed.

All offers are made by HLS Human Resources.

#LI-MH1

Work Format Details

This position has been determined by school or unit leaders that some of the duties and responsibilities can be effectively performed at a non-Harvard location. The work schedule and location will be set by the department at its discretion and based upon operational needs. When not working at a Harvard or Harvard-designated location, employees in hybrid positions must work in a Harvard registered state in compliance with the University's Policy on Employment Outside of Massachusetts. Additional details will be discussed during the interview process. Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Salary Grade and Ranges

This position is salary grade level 057. Please visit Harvard's Salary Ranges to view the corresponding salary range and related information.

Benefits

Harvard offers a comprehensive benefits package that is designed to support a healthy work-life balance and your physical, mental and financial wellbeing. Because here, you are what matters. Our benefits include, but are not limited to:

- Generous paid time off including parental leave
- Medical, dental, and vision health insurance coverage starting on day one
- Retirement plans with university contributions
- Wellbeing and mental health resources
- Support for families and caregivers
- Professional development opportunities including tuition assistance and reimbursement
- Commuter benefits, discounts and campus perks

Learn more about these and additional benefits on our Benefits & Wellbeing Page.

EEO/Non-Discrimination Commitment Statement

Harvard University is committed to equal opportunity and non-discrimination. We seek talent from all parts of society and the world, and we strive to ensure everyone at Harvard thrives. Our differences help our community advance Harvard's academic purposes.

Harvard has an equal employment opportunity policy that outlines our commitment to prohibiting discrimination on the basis of race, ethnicity, color, national origin, sex, sexual orientation, gender identity, veteran status, religion, disability, or any other characteristic

protected by law or identified in the university's non-discrimination policy. Harvard's equal employment opportunity policy and non-discrimination policy help all community members participate fully in work and campus life free from harassment and discrimination.
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.