

## **Communications Officer for The Society for Archaeological Sciences (SAS)**

*This is a volunteer (unpaid) leadership position with a US-registered 501(c)(3) tax-exempt scientific organisation. This position is appointable by recommendation of the President of the Society and a subsequent majority vote of the Executive Board. The Communications Officer may serve renewable one-year terms without any limitation as to length of service.*

The SAS Communications Officer plays a crucial role in disseminating information about the Society's activities and events through oversight of the Bulletin webpage and communications with Society members. The responsibilities of the SAS Communications Officer are as follows:

**Communication:** Dissemination of society news to members and potential members through emails, website announcements, and other digital channels. Collaborate closely with the Vice President for Social Media and the Webmaster as needed to coordinate and deconflict communications. The Communications officer may also be expected to draft short news articles or emails (~250-500 word pieces) for example, on issues requiring member feedback.

**Overseeing the News and View page on the SAS website:** This includes managing the submission, review, and publication of news stories and other articles for the SAS webpage in a timely manner that reflects the priorities set by the SAS Executive Board.

**Ensuring editorial quality:** Maintaining the high standards that were upheld for decades by the SAS Bulletin and ensuring that published articles are accurate, well-written, relevant to the field of archaeological sciences, and help advance the goals of the society.

**Coordinating with authors:** Communicate with news and views authors, SAS spotlight members, SAS award winners (if invited to submit content), and intersociety liaisons (partner programming updates) to receive and post content.

Overall, the SAS Communications Officer plays a crucial role in disseminating information and knowledge within the field of archaeological sciences.

### Required Attributes for a Candidate

- Current dues-paid (annually renewing or lifetime) member of SAS.

### Desirable Attributes for a Candidate

- Clear and effective written communication skills, with native or near-native English language proficiency

- Experience in communicating archaeological or other scientific research to the public or stakeholders, e.g., producing engaging and informative content for websites, newsletters, social media, and other platforms that highlight research findings and organisational activities
- Experience with website management (e.g. CMS, WordPress, Joomla, etc.)
- Strong interpersonal skills to work closely with the Executive Board, SAS members, the SAS Social Media team and external researchers in various capacities
- Continuous membership in SAS for at least the last three consecutive years.
- Current or past leadership roles in The Society for Archaeological Sciences. These are *not* limited to Executive Board positions. Bulletin Associate Editors, Inter-Organization Delegates, Student Ambassadors, Webmasters, Social Media Volunteers, and organisational roles at SAS-supported events (e.g., conference program or session chairs) are all examples of desirable experience.