MIT Libraries

Internal Communications Coordinator (AS)
Two Year-Term Position

The Internal Communications Coordinator will work closely with the Director of Communications and stakeholders across the MIT Libraries to execute and assess a range of projects designed to improve internal communications within the Libraries organization. The coordinator will ensure the completion of planned projects, adhere to project principles, and work toward the Libraries' vision for internal communications. They will bring strong oral and written communications and project management skills, handle multiple responsibilities simultaneously, and promote effective and consistent communications practices across the entire staff. This is an excellent opportunity to oversee a high-impact initiative that will affect every part of the Libraries and that seeks to measurably improve the staff experience and overall organizational effectiveness.

Core Responsibilities:
- Oversees the execution of the Libraries' internal communications plan; over multiple phases, ensures the completion of projects of varying length and complexity and assesses impact; adjusts future plan phases and initiates new projects as appropriate
- Convenes and leads a cross-directorate Internal Communications Working Group of approximately 4-5 staff members; schedules meetings, sets agendas, and assigns work to group members as necessary
- Develops and manages relationships with key internal stakeholders, such as Digital Library Services staff, Human Resources staff, the Committee on the Promotion of Diversity and Inclusion, and the Joint Leadership Team; ensures alignment of internal communications activities with overall library goals and priorities
- Tracks and reports on progress of internal communications projects to Director of Communications on a regular basis; may report to leadership teams
- Develops and executes communication plans to keep staff updated on project progress, new initiatives, new processes, and more
- Plans and administers regular staff pulse surveys; analyzes and presents results to leadership teams and assists with presentations to all staff
- Coordinates and delivers training sessions for staff on topics such as communication and collaboration tools, new processes, or norms and guidelines
- Consults with relevant MIT offices and peers across the Institute on communications practices and technologies
- Serves as backup for the Communications team's external communications functions as needed, including but not limited to support for media relations, social media, and website updates.
- Performs other related duties as required and deemed appropriate as directed by the Director of Communications

Required Qualifications Include:
- Bachelor's degree required
- Minimum 2 years of administrative and/or project/program management experience required
- Strong oral and written communication skills and presentation skills

- Experience with Microsoft Office, Google Workspace, Slack. Must have a willingness to adapt to and learn new systems as needed.
- Strong analytical capacity and organization skills
- Ability to problem solve and work independently and cross-functionally

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

Preferred:
- Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities and be a strategic thinker in moving projects forward
- Excellent interpersonal skills and ability to work well with all levels of personnel
- Demonstrated experience managing through ambiguity and driving results
- Experience with project management software
- Basic knowledge of usability and accessibility best practices
- Experience with social media platforms
- Experience interacting with press

SALARY AND BENEFITS: This job is a pay grade 6 with the following range:

53,225	69,200	85,675

Actual salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

APPLICATION PROCESS: Apply online at: https://hr.mit.edu/careers applications must include cover letter and resume. Priority will be given to applications received August 5th, 2022; position open until filled.

ABOUT THE MIT LIBRARIES:
The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

July 2022

VISA SPONSORSHIP: MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.