About the Cambridge Historical Society
The Cambridge Historical Society engages with our city to explore how the past influences the present in order to shape a better future. Just as every person in Cambridge has knowledge about its history, every person in Cambridge is a steward of Cambridge history. We inspire people to be caretakers of the city and its history.

Position Description
We seek a part-time professional to contribute to and execute our social media strategy, with a goal of increasing engagement with our current followers and reaching new ones.

Tasks include:

- **Social media posts** on Facebook, Twitter, and Instagram weekly. Maintaining our brand voice across platforms to engage followers appropriately.
- **Design work** such as creating signature images for use in promoting events as well as infographics (annually or as needed), and crafting posts for Instagram.
- **Collaboration** with other staff to give equal voice to programs, collections, and fundraising projects.
- **Analyzing** performance of posts and making adjustments accordingly.
- **Crafting** a strong social media strategy for 2021 that aligns with the overall goals and mission of the Society.

While this work is remote, we hope you can participate in a staff meeting on occasion to coordinate with others and feel a part of the team.

Qualifications

- Two or more years of experience working in non-profit social media and/or communications;
- Fluency with social media platforms, particularly Facebook, Twitter, and Instagram;
- Experience with Buffer (or other social media post-scheduling app) and Canva (or other graphic design software) required; experience with WordPress preferred;
- An understanding and appreciation of the history of Cambridge, Massachusetts and the field of public history;
- Experience working in a team setting as well as independently; ability to meet deadlines; detail-oriented; strong organizational and communication skills required.
**Hours + Compensation**

- Position is part-time at 16 hours a week; Compensation is $22/hour
- Hours are flexible; all work will be remote

The Society is committed to our anti-racism work. [Read more about it here.](#)

We welcome applications from individuals of all backgrounds and experiences. If interested in joining a small team dedicated to making the past relevant to the present, please submit your resume, letter of interest, and portfolio of social media and/or design projects to Marieke Van Damme, Executive Director, at mvandamme@cambridgehistory.org by September 30, 2020.