



Boston Athletic Association

185 DARTMOUTH STREET, 6th FLOOR, BOSTON, MASSACHUSETTS 02116
617.236.1652 www.baa.org

Job title	<i>Communication Part Time Assistance 2019</i>
Reports to	<i>Director of Communication</i>
Date	<i>12/20/2018</i>

BAA Overview

The purpose of the B.A.A. is the promotion of the common good and the health and welfare of the general public and the encouragement of the general public to improve their physical condition by the promotion and regulation of amateur sports competition, with particular emphasis of long distance running events (especially the traditional annual Boston Marathon) and of track and field teams and meets and similar athletic exercises. Established in 1887, the Boston Athletic Association is a non-profit organization with a mission of managing athletic events and promoting a healthy lifestyle through sports, especially running.

Overview of Role

Work with the Communications staff to create content for social media channels, media releases, and to help with overall media management tasks surrounding preparations for the 2019 Boston Marathon.

Primary Responsibilities

- Writing social media content for all B.A.A. channels.
- Assist with media relations duties, including the creation of press releases.
- Assist in media credential management.
- This position will assist in generation of media-related reports that will show value and impact of certain digital campaigns.
- Assists the Communications and Marketing and Events staff when needed.
- Performs other duties as assigned.



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Skills and Qualifications

- Fantastic writing ability.
- Technical and logistical experience with established, large scale public events; experience in athletics and entertainment desirable but not essential.
- Strong personal and communicative skills.
- Ability to think quickly, analytically, and decisively.
- Possess a challenging mindset and ability to thoroughly track meetings, discussions, and progress for one or multiple accounts.
- Digital design experience (Photoshop) a plus.
- Excellent relationship building skills. Work as a team player.
- Ability to work collaboratively with fellow employees and key consultants.
- 1+ year(s) of relevant experience or coursework.

Apply now by contacting opportunities@baa.org (please indicate in the email which position you are interested in applying)