



Job Title: Comms & Mktg Administrator 2, SRS	Position Title: Research Community and Communications Administrator
Reports to: Senior Project Manager	Percent Effort: 100%
Duration: 5 years	Department: Mechanical Engineering
Salary grade: 7	Prepared by: D-Lab
Date: March 2021	

Position Overview

The Research Community and Communications Administrator will be responsible for designing and implementing the external and internal communications for the BRIDGE-Train project at MIT, developing communication platforms and processes, and supporting the establishment of the Lean Research community of practice (CoP), a global community of researchers and practitioners incorporating Lean Research into their work.

The potential USAID BRIDGE-Train Award, which is estimated to be a \$15M award over five years, seeks to build the innovation and research capacity of higher education institutions in Guatemala and neighboring Central American countries. The Department of Mechanical Engineering and MIT D-Lab will implement the project in partnership with collaborators in Latin America.

Principal Duties and Responsibilities (Essential Functions):

- Support the Senior Project Manager to develop the communications plan for the project, focused towards internal and external audiences
- Implement the communications plan for the project.
- Generate and share original content for press releases, website, social media, newsletters, and other channels as necessary related to the project (including the community of practice)
- Provide technical writing and copy-editing support on reports and other publications, as appropriate
- Engage with the USAID Communications team, communications staff at collaborator institutions, and the communications teams at MIT (MIT Department of Mechanical Engineering and MIT D-Lab) to coordinate communications efforts as appropriate
- In collaboration with the communications staff at partner institutions, develop and implement a plan for research uptake and translation. Engage with researchers to translate research into relevant outputs (policy briefs, presentations, etc.)
- Complete and ensure adherence to the official USAID Branding and Marking Plan and all MIT branding and communications requirements
- With guidance from the Lean Research steering group, develop and implement a plan to create and support an active Lean Research community of practice (CoP). Coordinate with vendors as needed to develop and maintain web, communications, and collaboration platforms for the project and for the Lean Research CoP.
- Engage and communicate with the CoP, including curating content from members, developing regular content for newsletters or mailings, managing and building out the contacts list, managing social media presence, planning and executing events (virtual or in person), and facilitating connections between community members.
- Perform other duties as assigned.

Supervision received



The Research Community and Communications Administrator will receive supervision from the Senior Project Manager.

Supervision exercised

Supervision is exercised over student workers

Qualifications

Required

- Bachelor's degree or higher in communications, media, journalism, public relations, marketing, or a relevant technical field is required.
- Three (3) years of project-level communications experience, including experience supporting and creating a wide array of public media including, but not limited to: press releases, web materials, marketing videos, print media, graphic design, newsletters and social media.
- Experience with facilitating and/or managing a professional community of practice
- The ability to write clearly, succinctly, and effectively in English as demonstrated through work samples.

Preferred

- Three to five years of communications-related project management experience.
- Experience with communicating academic work, including scientific and/or applied research to non-technical audiences
- Experience with research uptake and research translation into policy
- Relevant experience in international development, public policy, and/or the technical area of focus of the project, including but not limited to innovation, entrepreneurship, and research collaboration.
- Two years or more of experience facilitating professional communities of practice related to research, methodology, international development, humanitarian work, or other relevant field

Note: The funding for this project has not been awarded yet. If the team is successful in the proposal process, it is anticipated that the award will be made in May 2021. An offer for the Research Community and Communications Administrator role will be dependent on receiving the award.

Salary range: \$60,000-\$70,000