

**OPEN POSITION**

**Marketing Coordinator  
Sales, Marketing and Member Services Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

Through our Publications Division, we are a leading publisher of mathematics research, producing approximately 80 books each year, twelve scholarly journals, and MathSciNet, the premier online gateway to the world's mathematical literature.

The AMS invites qualified candidates to apply for the position of Marketing Coordinator in the Society's Providence, RI headquarters. The Marketing Coordinator will assist the Senior Marketing Manager with the creation and execution of marketing plans for the AMS Publications Division, with the overall goal of increasing sales, usage, and awareness of AMS publications. He/she will assist with market research and campaign development, and will take the lead on the execution of marketing activities.

Come and be part of an extraordinary collection of talent who provide excellent customer service to the Society's members and non-member community.

**RESPONSIBILITIES:**

- Assist with market research for new and existing publications
- Develop, execute, and report on online and offline marketing campaigns
- Create social media content to promote AMS publications and authors
- Maintain website content and create (and report on) web sales/promotions
- Travel to mathematical meetings, both AMS and Non-AMS, to set up and work at book exhibit (as needed, 2 to 5 times per year)

**QUALIFICATIONS:**

**Key Requirements:**

- Strong written and verbal communication skills
- Good organizational and project management skills
- Background in marketing and promotions
- Knowledge of online advertising tools and techniques: Google Adwords, Facebook Advertising
- Knowledge of Web Analytics (Google Analytics)
- Knowledge of social media strategies for business
- Intermediate to advanced knowledge of Microsoft Excel (pivot tables, vlookups, etc.)

**EDUCATION and/or EXPERIENCE:**

- College degree required
- Minimum 2 years' experience in a creative environment, conceptualizing, coordinating, and implementing written and electronic promotions
- Knowledge of mathematics or academic publishing an advantage

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: <https://home.eease.adp.com/recruit/?id=15305231>