

OPEN POSITION

**Promotions Specialist
Creative 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 Promotions Specialist in the Society's Providence, RI headquarters. The Promotions Specialist will coordinate, develop, edit, and write promotions for AMS publications. He/she must determine and execute strategies to effectively achieve the overall goal of increasing sales and awareness of AMS publications. The Promotions Specialist is responsible for maintaining book promotions data, helping to evaluate sales trends, assisting in defining the audience for individual book projects, and overseeing the book reviews program.

Come and be part of an extraordinary collection of creative talent who support the Society's Marketing, Advertising & Sales efforts.

RESPONSIBILITIES:

- Create, manage, and execute direct mail, online, and social campaigns for all AMS publications
- Make project schedules and monitor deadlines
- Write clear and concise advertising copy and edit product descriptions for intended use
- Maintain knowledge of the AMS book portfolio and the various features and programs offered by the AMS
- 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:

- Background in marketing and promotions
- Skilled at writing promotional copy
- Knowledge of social media, direct mail, and email strategies for business
- Must be proficient in Excel, Word, HTML, and Access
- Working knowledge of the Adobe Creative Suite (Adobe InDesign, Adobe PhotoShop, Adobe Illustrator)
- Skilled in customer service when representing the AMS at book exhibits

EDUCATION and/or EXPERIENCE:

- College degree. BA with a major in Communications, English, Creative Writing, Advertising or a related field
- At least 1 year experience in a creative environment, conceptualizing, coordinating, and implementing written and electronic promotions
- Knowledge of mathematics or academic publishing preferred

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://tinyurl.com/hlrjfk>