CogSci Content Production Manager

Deadline for applications: 27th November 2020

Key information:

- Approximately 6 hours per week, with increased hours expected leading up to and over the annual conference dates
- Annual stipend of $15,000 USD

Application process

Please provide the following documents in support of your application

- Letter of interest
- Up to date CV

(please note that finalists will be asked to share their vision of the position)

Please send all completed applications to jude@podiumconferences.com

Job description:

The mission of the Society is to promote Cognitive Science as a discipline, and to foster scientific interchange among researchers in various areas of study, including Anthropology, Artificial Intelligence, Education, Linguistics, Neuroscience, Philosophy, and Psychology.

Preliminary Objectives: Broaden the communication reach of the society to:

1. New professional audiences, particularly those in the affiliated sub-disciplines of cognitive science (listed above), in order to bring them into the community.
2. A public audience, to attract more students to the field and to more generally convey what cognitive scientists do and the relevance of their work for society.

Responsibilities

1. Manage the CSS Blog
   a. Generate Blog content
b. Recruit volunteer writers -- members with diverse backgrounds and research interests

c. Consult with writers on their topics, advise on content and structure, and edit posts as necessary.

d. Publish posts

2. Coordinate and oversee strategic use of social media
   a. Promote blog content, journal content, and CogSci YouTube channel content
   b. Explore the possibility of recruiting members to volunteer to “take over” CSS’s twitter account to engage with followers about their research background and interests.
   c. Use the CSS twitter account to share non-academic articles (e.g., Vox, ScienceDaily, Scientific American) about cognitive science research
   d. Share cross-cutting science news and resources (e.g., news about publishing, scientific career trajectories, information about fellowships like the AAAS Science & Technology Policy Fellowship)
   e. Highlight members’ activities and accomplishments (e.g., when their research is in the news, when they earn a prestigious award, when they engage in impactful public communication).

3. Performance monitoring
   a. Website traffic, especially for blog
   b. Social media metrics -- followers, likes, retweets, views, click-throughs

4. Conference Programming:
   a. Ahead of the conference, create posts in anticipation of the annual conference that engage its theme and promote it and its events.
   b. During the conference, use social media channels to promote the meeting and members before and during the conference (e.g., advertising sessions, sharing posts, live tweeting particular panels and events, etc.)