



Muslim Americans in Public Service

Communications Committee

BACKGROUND:

MAPS's mission is to support the career, workplace, and community development of Muslim American public servants and serve as a catalyst, resource, and force multiplier for the associations that represent and support them. MAPS aims to expand and harness the rich, collective contributions of Muslim Americans across public service sectors to build a more just and equitable United States.

SUMMARY OF ESSENTIAL DUTIES:

- Developing, drafting, and supporting internal and external MAPS communications, including notices, press releases, Board statements, and social media posts as required or decided by the Communications Director.
- Identify, cultivate relationships with, and work closely with external media outlets to disseminate MAPS information on behalf of the Board to raise awareness of the organization, its activities, initiatives, and goals.
- Develop or support member opinion-editorial content for submission to media outlets
- Develop or support social media content on MAPS channels and platforms

DESIRABLE QUALIFICATIONS:

- Independent worker who is eager to learn and will take initiative
- Desire to gain hands-on experience in supporting operations and community development with MAPS leadership.

TIMING / HOURS:

- Immediately through August 2024 (flexible end date); 8 Hrs/Month
- Nontraditional hours are welcome (early morning, nights, and weekends)
- This will most often be remote, though there is a preference for in-person support around events

HOW TO APPLY:

- Email Resume/CV to **Ruhan Syed**, Deputy Communications Director, at Communications@mapsnational.org