



<b>Position Title:</b>	Contract to Perm- Communications Specialist
<b>Department:</b>	Corporate Affairs
<b>Hiring Manager:</b>	Associate Director, Communications

**Our vision is a world where science, passion, and compassion create better todays and more tomorrows.**

**Position Overview:  
Communications Specialist**

At Astria, we are devoted to bringing hope with life-changing therapies to patients and families impacted by HAE and other rare and niche allergic and immunological diseases. The Communications Specialist will support Communications and Corporate Affairs in furthering our mission by executing on our internal and external communications strategy. This enthusiastic and proactive individual will have a diverse set of responsibilities, including creating externally facing social media content, research, and overseeing our internal communications platforms.

**Responsibilities:**

- Plan and create social media content to grow company impact, including overseeing our social media platforms and tools
- Assess impact of social media efforts through tracking, reporting, and analytics
- Collaborate cross-functionally to develop materials for conferences, events, guest speakers, and other external projects
- Write and manage [astriatx.com](http://astriatx.com) website content
- Create content for Intranet including blog posts and corporate updates
- Ensure all Intranet content is well-managed, user-friendly, and up to date
- Encourage alignment behind corporate branding across functions and encourage use of internal tools and systems across the organization
- Manage relationships with external vendors and partners to ensure timely completion of projects
- Strategically curate agendas for company-wide meetings and events
- Other projects as-needed

**Qualifications:**

- Bachelor's degree in a communications-related field is preferred
- Professional or internship experience in corporate communications, public relations, marketing, or pharmaceutical/biotechnology fields is preferred
- Demonstrated excellence in written communication
- Strong attention to detail
- Ability to manage multiple tasks efficiently and effectively
- Ability to work collaboratively across the organization
- Must be resourceful, creative, and proactive
- Proficient in MS Office, SharePoint, and MS Teams a plus