## 75 State Street, Suite 1400, Boston MA 02109 USA

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| **Position Title:** | Communications Specialist/Sr. Specialist |
| **Department:** | Corporate Affairs |
| **Hiring Manager:** | Director, Communications |

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

**Position Overview:**

**Communications Specialist/Sr. 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/Sr. 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 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
* 2-5 years professional experience in corporate communications, public relations, marketing, or pharmaceutical/biotechnology fields
* 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