

COMMUNICATIONS ASSISTANT

Great opportunity for someone trying to break into communications:

The American Academy of Actuaries, a DC-based professional association, is seeking a Communications Assistant. Primary responsibilities are to provide administrative support for member communications, publications, and media relations activities.

Please apply if you have excellent organizational skills, solid writing ability, and experience working in Microsoft Office. It's a plus if you also have helped implement webinars, and are savvy with new communications tools and channels.

The Academy offers a professional and intellectually challenging work environment, competitive compensation and comprehensive benefits. No relocation costs provided. Send cover letter indicating salary requirements and resume to HR Mgr., American Academy of Actuaries, 1850 M Street, NW, Suite 300, Washington, DC, 20036 or Email HR@actuary.org. View our website at www.actuary.org.