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**DOCUMENTING GOVERNMENT**

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**PROMOTING HISTORY**

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**SECURING RIGHTS**

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### **Call for Proposals: Consultant – Communications Coordinator**

**Organization:** Council of State Archivists (CoSA)

**Location:** Remote, U.S. Based

**Engagement Duration (suggested):** 3 months with possibility of renewal

**Suggested Rate:** \$500-\$1000 per month

CoSA seeks proposals from practicing consultants or small teams to support general communications activities for the organization to include social media posts and newsletter development. The initial contract will be a trial period with possibility of renewal.

#### **Scope of Work:**

CoSA seeks a consultant or firm to accomplish the following communications duties in coordination with the CoSA staff:

- **Social Media:** Maintain CoSA's existing social media accounts (primarily, Facebook and LinkedIn) in coordination with the priorities of the CoSA Staff and Board of Directors. Primary activity includes sharing/boosting posts from our member institutions, sponsors, and sibling organizations; advertising upcoming CoSA events and deadlines; and occasional post development for campaigns (e.g., advocacy alerts and fundraising). *Anticipated no more than 5 hours per week.*
- **CoSA NewsBrief:** Draft and disseminate CoSA's monthly email newsletter, distributed monthly to an audience of over 1300 individuals. CoSA staff will contribute to content and Executive Director will provide final review and approval. *Anticipated no more than 5 hours per month.*
- **Occasional News Items:** Draft occasional news items, blog posts, and advocacy alerts in close coordination with the CoSA Executive Director. *Variable frequency.*

CoSA expects project work to begin immediately. An initial term of 3-months is suggested as a trial period with possibility of renewal and extension. Individuals or teams may submit proposals for consideration, which should include a brief cover letter, samples of similar work products, and cost. Suggested contracted rate is between \$500-\$1000 per month.

#### **Required Qualifications:**

- Strong written and oral communication skills
- Responsive to shifting priorities for communications and willing to adapt to the changing needs of the organization
- Demonstrated experience with dynamic social media presence, preferably within nonprofit, association, or archival organizations.
- Demonstrated experience with newsletter development and distribution, preferably within nonprofit, association, or archival organizations.
- Familiarity with common social media (e.g., Facebook and LinkedIn) and newsletter platforms (e.g., MailChimp, GrowthZone).

**Council of State Archivists**

[info@statearchivists.org](mailto:info@statearchivists.org) · [www.statearchivists.org](http://www.statearchivists.org)

- Familiarity with archives, government agencies, or other related fields (such as libraries, museums, or records management)
- Eligible to work in the U.S.

Interested consultants should submit a short cover letter, samples of similar work products, and cost to CoSA Executive Director Joy Banks at [employment@statearchivists.org](mailto:employment@statearchivists.org). Review of proposals will begin immediately.

The Council of State Archivists (CoSA) is a nonprofit membership organization of the state and territorial government archives in the fifty states, five territories, and District of Columbia. Through collaborative research, education, and advocacy, CoSA provides leadership that strengthens and supports state and territorial archives in their work to preserve and provide access to government records. For more information, visit <https://www.statearchivists.org/>. **CoSA is an Equal Opportunity Employer.**