



Communications Assistant (Part-Time)

Location: Princeton, NJ (Remote, Hybrid)

Start Date: August 1, 2025 (or as available)

Reports To: Director of Communications

Status: Part-Time | Hourly | Non-Exempt

Are you a creative communicator with a passion for storytelling, design, and community engagement? The **Center for Modern Aging Princeton (CMAP)** is looking for a dynamic **Communications Assistant** to help us connect with older adults, families, and partners through powerful messaging and compelling visuals.

This is a unique opportunity to use your creativity for good—designing print and digital content, sharing the stories of inspiring older adults, and advancing our mission of enriching aging for all.

About the Role

As Communications Assistant, you'll bring CMAP's mission to life through a variety of mediums—monthly newsletters, social media posts, program flyers, and web content. You'll help maintain a consistent, engaging brand voice while managing behind-the-scenes updates to our website and communications systems. If you love blending graphic design, content creation, and purpose-driven storytelling, we'd love to meet you.

What You Will Do

- Design and develop engaging materials: newsletters, flyers, email campaigns, and more
- Manage website updates and coordinate content across platforms
- Create social media content that inspires, educates, and expands our reach
- Photograph events and programs to visually share CMAP's impact
- Collaborate with the Director of Communications on strategic projects
- Support organization-wide initiatives and participate in team meetings

The Center for Modern Aging Princeton
101 Poor Farm Road • Building B • Princeton, New Jersey 08540
609.751.9699



Who You Are

- A visual storyteller with strong design and layout skills
- A clear, creative communicator who understands diverse audiences
- Organized, self-motivated, and able to meet deadlines independently
- Passionate about community service, social connection, and aging with dignity

Qualifications

- Associate's degree in communications or relevant experience
- Proficiency in Adobe Creative Suite, Microsoft Office, and basic website tools
- Strong written, verbal, and visual communication skills
- Experience managing social media and/or web content preferred
- Ability to work at a desk, travel locally, and assist with occasional event setup

What We Offer

- Flexible, hybrid work schedule
- Mission-driven work in a collaborative and supportive team environment
- Opportunities to build your portfolio and grow professionally
- A chance to make a lasting impact on the lives of older adults
- \$20 - \$22/hour for 20 - 25 hours/week

How to Apply

Submit your resume, a brief cover letter, and samples of your creative work (designs, writing, or social posts) to:

Dr. Drew A. Dyson, CEO

ddyson@cmaprinceton.org

Applications reviewed on a rolling basis until the position is filled.

CMAP is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

The Center for Modern Aging Princeton
101 Poor Farm Road • Building B • Princeton, New Jersey 08540
609.751.9699