

### **Description:**

American Business Media, a division of Software & Information Industry Association, is hiring a Community and Special Projects Manager to work with ABM's Committees and Councils, which offer peer-to-peer learning and networking for business media professionals. The Community and Special Projects Manager will help ABM's Committees and Councils to identify and execute projects that benefit members of the Committees & Councils as well as the broader ABM membership as a whole. Projects could include white papers, case studies, research and networking events. The Community and Special Projects Manager will identify opportunities for collaboration between working groups within other ABM Communities and Councils as well as ABM's parent organization, the Software & Information Industry Association. The Community and Special Projects Manager will also work with the ABM content team as needed on generating newsletters, blogs, research, and programming for live events and webinars.

### **Responsibilities include:**

--Scheduling Committee + Council meetings with board and operating chairs

--Facilitating communications between board and operating chairs, as well as Committee + Council members

--Hosting meetings, including recording and reporting of C+C meeting minutes

--Working with VP of Content and C+C chairs to identify and execute projects with Communities and Councils

--Help coordinate working relationships between ABM Committees & Councils and SIIA/SIPA Working Groups

- Writing stories for ABM newsletters
- Speaker recruitment for ABM events and webinars
- Moderating duties for ABM events and webinars
- Generating marketing copy as needed
- Helping VP of Content with script preparation for ABM events

Ideal candidates should be highly organized, work well with others and have five years minimum experience as a journalist or editor. The skillset and willingness to take ownership of projects and generate different types of content is a must. Knowledge of the business media and information industry is a definite plus. This position is based in SIIA/ABM's New York City offices. Send resume, cover letter and salary history to: [m.kinsman@abmmail.com](mailto:m.kinsman@abmmail.com)

### About SIIA/ABM:

The Software & Information Industry Association is the principal trade association for the software and digital content industries. The ABM division [www.abmassociation.com](http://www.abmassociation.com) is positioned at the center of the global b-to-b ecosystem. As the only industry association focused on the entire b-to-b business model - data, events, information, marketing services and media - ABM delivers intelligence to industry professionals worldwide, including Madison Avenue, Wall Street and the Beltway. ABM's 200-plus member companies reach an audience of more than 100 million professionals and represent nearly 4,000 print and online titles and over 1,000 trade shows, with more than \$20 billion in annual revenues.