Job Title: Coordinator, Communications and Editorial
Location: Los Angeles, CA, where IDA works on a hybrid schedule
Job Type: Full-time
FLSA: Non-Exempt
Pay Rate: $34.34 - $35.76 Hourly
Reports to: Director of Communications and Editorial
Supervisory Position: No
Benefits: Medical / Dental / Vision Insurance | 401K | Generous PTO
Application Deadline: December 9, 2026

ABOUT IDA

The International Documentary Association (IDA) supports the vital work of documentary storytellers and champions a thriving and inclusive documentary culture. We are dedicated to the vision of a world where documentary creators flourish. Through our work, we connect audiences with the best of the form, provide resources, create community, and defend the rights and freedoms of documentary artists, activists, and journalists around the globe. We do this work because we believe that documentaries enrich and deepen our culture, fostering a more informed and connected world.

Position Summary

The Coordinator, Communications and Editorial supports IDA's communications, marketing, and editorial work across its platforms and publications. The role drafts and publishes IDA's regular digital communications — newsletters, website content, and social media — contributes to the organization's institutional writing, and produces the graphics and assets that accompany them. The Coordinator also supports the production of *Documentary* magazine and its online content, and provides administrative support to the communications and editorial team.

Responsibilities

- Draft and publish IDA's regular digital communications — newsletters and updates, website content, social media posts, event invitations, partner and sponsored content, and other forms of digital engagement.

- Draft and edit institutional writing for IDA — letters, statements, position papers, and other organizational communications — working with leadership and colleagues, often to urgent deadlines.
- Create graphics and promotional assets from IDA's design templates, and maintain the organization's photo and video library for reuse.
- Support IDA's social media presence, creating content, engaging with audiences, and covering IDA programs and events as they happen.
- Support the production of Documentary magazine, including the editorial calendar, production schedule, and the scheduling of online content.
- Source images and information from festivals, publicists, writers, and filmmakers, and process writer agreements, contracts, and invoices.
- Support the magazine's distribution and circulation, including subscriber inquiries, mailing lists, subscription requests, and inventory.
- Write and edit copy for IDA's programs and events, and proofread external communications across the organization's platforms.
- Coordinate assets and timelines for program and event promotion, including cross-promotions and collecting deliverables from colleagues and partners.
- Track and report on communications activity, including audience, email, and social media metrics, and maintain contact lists and communications data.
- Provide administrative support to the team, including meeting agendas and notes, calendars, databases, and shared files.

Qualifications and Competencies

Required

- Strong writing and editing across formats — newsletters, social posts, web copy, and short institutional pieces — with the ability to draft accurately and quickly to deadline.
- Copy-editing and proofreading skills, and working familiarity with a house style guide such as AP or Chicago.
- A compelling and effective storyteller with strong demonstrated writing skills, including a proven ability to draft copy for events, social media, and blog posts to various audiences; SEO knowledge is a plus.
- Proficient with consumer design platforms (e.g., Canva); knowledge of professional design software.
- At least two years' experience in communications, editorial, publishing, or journalism, ideally with a nonprofit arts, media, or film organization.
- Attention to detail and the organization to carry several deadlines at once across publication and campaign cycles.

- Experience with digital publishing tools: email marketing platforms, a content management system, social media management, and basic analytics.

Preferred

- Experience supporting a magazine or other periodical — editorial calendars, production schedules, image sourcing, and permissions.
- Experience administering contracts and invoices, such as writer agreements.
- A degree in communications, or a related field, or comparable experience.

UNION MEMBERSHIP: DOCUMENTARY WORKERS UNITED / CWA LOCAL 9003

This position is included in a union-represented collective bargaining unit, and specific terms and conditions of employment are subject to collective bargaining with the union.

EQUAL OPPORTUNITY STATEMENT

The International Documentary Association (IDA) is an Equal Opportunity employer. We are committed to diversity and inclusion in all aspects of our work, and to building an equitable and just organization that, at every level, reflects the diversity and vibrancy of the community we serve and our society. We provide equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender, gender identity or expression, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.

How to Apply

To apply, please use this link to upload your resume and a detailed cover letter clearly outlining your interest in and qualifications for the Coordinator of Communications and Editorial role.