

**Ecological Society of America
1990 M Street NW, Suite 700
Washington, DC 20036**

Date: May 27, 2020

Title: Science Communications Intern

Department: Office of Science Programs

Supervisor: Associate Director, Office of Science Programs

Classification: Part-time, Temporary, Non-Exempt

Purpose & Responsibilities

ESA seeks an energetic candidate with strong communication and organizational skills to 1) help complete a communications plan for the [ESA Vegetation Classification Panel](#), and 2) to enhance communication and outreach implementation for the [United States National Vegetation Classification](#) (USNVC). Communications training is required and a basic background in and appreciation for ecology, biology, and/or environmental sciences is desired.

The science communications intern will work with the Associate Director of Science Programs, Science Programs Specialist, and USNVC Implementation Manager to finalize a communications plan and develop appropriate messaging for key USNVC audiences. Additional duties may include taking notes, facilitating conference calls, and website updates.

Specific Activities for the Science Communications Intern

- Communications and writing: contribute to the Vegetation Classification Panel's Communications Plan, meeting reports and presentations; liaise with Panel members as needed; write blog posts to highlight recent activities; prepare social media posts.
- Organization and planning: Assist in the development of communications tools and provide consultation with respect to the USNVC's goals and applications in a complex multi-stakeholder environment.
- Outreach and marketing: create and refine outreach materials for the Vegetation Classification Panel in collaboration with Panel leadership.

Required Qualifications

- Bachelor's degree with training in communications or marketing
- Experience or interest in environmental studies, ecology, or a related field
- Well-organized, detail-oriented, and able to handle multiple tasks
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to work independently and as part of a team
- Basic computer skills, including working knowledge of Microsoft Office Suite
- Willing to perform data entry and other essential tasks

Preferred Qualifications

- Experience with WordPress or basic HTML skills
- Experience managing social media accounts (Twitter, Facebook, Instagram)
- *Individuals are encouraged to apply even if they don't meet 100% of these preferred qualifications.*

This is a paid, part-time remote internship. The position is funded for two months and pays \$15 per hour. Hours are flexible, but you must be available to work a regular schedule of 15-20 hours per week remotely.

Please email a cover letter, resume, and short writing sample to sbi@esa.org with "Science Communications Intern" in the subject line. **Applications will be reviewed on a rolling basis.** The position is open until filled.

About ESA

The [Ecological Society of America](#), founded in 1915, is the world's largest community of professional ecologists and a trusted source of ecological knowledge, committed to advancing the understanding of life on Earth. The Society publishes five journals and a membership bulletin and broadly shares ecological information through policy, media outreach, and education initiatives.

About ESA's Office of Science Programs

We connect the research and management communities, support the use of science to inform decision making, and build capacity among scientists by:

- Training: We offer workshops and courses to help scientists gain the skills they need to navigate changes in funding, policy, and technology.
- Facilitating engagement: We connect ESA members with agencies that require ecological knowledge and expertise.
- Synthesizing information: We help make ecology more accessible to managers and the public.
- Facilitating peer review: We help agencies conduct peer reviews of scientific studies and programs that agencies use to support decision making.

ESA is an Equal Opportunity employer. We sincerely encourage individuals of all identities, experiences, and backgrounds to apply.