

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

Post Date: February 28, 2019

Deadline: March 22, 2019

Title: Communications Associate

Department: Public Affairs Office

Supervisor: Public Information Manager

Classification: Part-time, Hourly, Temporary

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 9,000 member Society publishes five [journals](#) and a membership bulletin and broadly shares ecological information through policy, media outreach, and education initiatives. The Society's [Annual Meeting](#) attracts 4,000 attendees and features the most recent advances in ecological science.

Purpose & Responsibilities

ESA seeks an energetic ecology, biology, or environmental science student or recent graduate with strong communication and organizational skills to help raise awareness of events at ESA and the research published in our scholarly journals.

The communications associate will work with Zoe Gentes, ESA's Public Information Manager, to track news stories about the society and its publications, update webpages, and share society news through ESA's social media channels. Though the primary duties are databasing, webpage upkeep, and social media messaging, there may be opportunities to write or produce other creative work for ESA's news page, [Ecotone](#), pending time available and demonstrated ability. The communications associate will also help prepare materials, tipsheets, and a press release for ESA's Annual Meeting in August.

Specific Activities for the Communications Associate

- Data entry: track coverage of ESA in the news using Google search tools and record details in our news archive; collate information on presenters at ESA's annual meeting and create tipsheets for the media.
- Press Releases: organize and format information about scientific presentations, events, and awards to help publicize the Society's August annual meeting.
- Web content: format graphics and text for publication on ESA webpages; locate and caption appropriate images to illustrate news items
- Social media: create and schedule teasers for research articles, meeting presentations, news, and events

- Fact-checking: research biographical details and other background information for ESA news articles.

Qualifications

- Graduate student, senior undergraduate, or recent graduate of a biological or environmental sciences program
- Experience and interest in ecological research and science communication
- Demonstrated writing and editing ability
- Familiar with Microsoft Excel, Flickr, Twitter, Facebook, and Instagram
- Familiar with ESA scholarly journals a plus
- Basic HTML skills a plus
- Willing to perform data-entry and other basic tasks
- Willing to learn as needed and follow directions
- Must enjoy working effectively as part of a team
- Ability to maintain confidentiality
- Available to work in ESA's downtown Washington, DC office during business hours (9am-6pm; M-F)

This is a paid, part-time, temporary position in ESA's downtown Washington, DC office. The position is funded May through August 9, 2019, and pays \$15 per hour. Applicants must be available to work a regular schedule of 20 hours per week during business hours (9am-6pm; M-F). Additional hours, up to 40 hours per week, will be available in June and July.

Please email a cover letter, resume, and a writing sample to Zoe Gentes, zgentes@esa.org. You may also include your LinkedIn url and any social media handles or pages. Please put your full name and "Communications Associate" in the subject line. The position is open until filled.

ESA is an Equal Opportunity employer.