

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

Date: June 16, 2021

Title: Communications Associate

Department: Public Affairs Office

Supervisor: Public Information Manager

Classification: Temporary position, 10-20 hours per week, \$16 per hour

Employment Dates: Immediate start date; position ends August 12, 2021 (*possibility of concluding Aug. 2 if needed for academic purposes*)

Location: Remote / Telecommute

Society Background

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. We promote diversity in all areas of activity, including staffing, membership, leadership, committees, public engagement, and our annual convention and all other meetings.

Position Summary

ESA seeks an energetic and detail-oriented ecology, biology, environmental science, or communications student (or recent graduate) with strong writing and editing skills to help raise awareness of the ESA Annual Meeting and the research published in our scholarly journals. This is a great position to get hands-on communications experience with a national organization.

The communications associate will work with ESA's public information manager to track news stories about the Society and its publications, compile Annual Meeting information to promote ESA with press and partners, 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 publicity and media outreach, depending on time available and demonstrated ability.

Responsibilities

- Data collection: track coverage of ESA in the news and record details in our news archive; locate contact details for institutional press officers; collate information on presenters at ESA's Annual Meeting

- Web content: prepare graphics and text for publication on ESA webpages; locate and caption appropriate images to illustrate news items
- Social media: drafting tweets and other content for social media and newsletters
- Fact-checking: research biographical details and other background information for ESA news articles
- Assisting staff with communications-related tasks and other office support duties as needed

Qualifications

- Graduate student, senior undergraduate, or recent graduate of a biological or environmental sciences or communication program
- Experience and interest in ecological research and/or science communication
- Demonstrated writing ability
- Excellent editing/proofreading skills
- Ability to maintain consistent and organized records
- Familiar with Microsoft Excel, WordPress, Twitter, Instagram, and Facebook
- 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 independently, as well as collaboratively within a small team
- Ability to maintain confidentiality
- Hours are flexible, but needs to be available to work a regular schedule of 10-20 hours per week during business hours (9am-6pm Eastern Time; M-F)

This is a paid, part-time temporary, remote position that is funded through August 12, 2021 (*may end Aug. 2 if the person hired needs to return to school*), and pays \$16 per hour. Applicants must be available to work a regular schedule, 10-20 hours per week during business hours (9am-6pm; M-F). Please email a one-page cover letter, resume or CV, and a one-two page writing sample to Heidi Swanson, heidi@esa.org. Please put “[**First name**] [**Last name**] - **Communications Associate**” in the subject line. Preference will be given to applicants that can start by June 28. **The temporary position is open until filled.**

ESA offers a casual work environment and congenial staff. ESA is an Equal Opportunity employer.