Communication Specialist Needed

North Carolina Coastal Reserve & National Estuarine Research Reserve
Beaufort, NC

Job Description
The temporary communication specialist will work out of the Reserve’s Beaufort Headquarters, located on Pivers Island. Position responsibilities include:

- Implement Reserve communication activities, including:
  - Implement an outreach campaign to encourage responsible and safe use of Reserve sites to increase understanding of the Reserve’s purpose and enhance the visitor experience
  - Disseminate Reserve research products and results to increase understanding of their importance to public policy
  - Develop and maintain Web site content
  - Develop and disseminate tri-annual Reserve newsletter
  - Maintain Reserve’s social media presence on Facebook, Twitter, and Flickr
  - Develop short videos
  - Disseminate communication pieces to local media
  - Work with partners to enhance communications efforts
- Implement outreach activities for the North Carolina Division of Coastal Management’s Living Shorelines Strategy
- Assist with special projects including a grant-funded marsh vulnerability study, a Coastal Communities Resilience Guide, and a web-based and interactive version of a land use planning guide

Desired skills and abilities:
- Excellent organizational and time management skills; attention to detail; strong written and verbal communication skills; creativity, initiative and problem solving capability; and works well in a team environment.
- Ability to identify communication needs and collaborate with Reserve staff to address needs.
- Ability to recommend and implement communication strategies and messages, gauge their effectiveness, and make necessary adjustments.

Required knowledge and background:
- A Bachelor’s degree in communications, journalism, environmental education, environmental science, or a related field.
- Social and organizational skills that come from previous work experience that includes communication activities and regular interaction with the public, media, educators, scientists, and government agencies.
- Experience with developing communication strategies and delivering communication messages.
- Experience managing multiple projects simultaneously with incremental deadlines.

The communication specialist will work 40 hours/week for 11 months. Rate of pay is up to $16.00/hour based on qualifications. Hours of work may vary according to program and presentation needs.

Application Process
Hiring for this position is dependent on funding availability. Applicants should send a letter of interest, college transcript(s), resume, and one letter of recommendation to Whitney Jenkins, Reserve Coastal Training Program Coordinator at whitney.jenkins@ncdenr.gov. Phone: (252) 838-0882. Application deadline is Friday, June 30.

The North Carolina Coastal Reserve & National Estuarine Research Reserve is a program within the N.C. Division of Coastal Management. Visit our website at www.nccoastalreserve.net to learn more.