

Position Title:	Communications Specialist
Unit:	Outreach and Education Department

Background:

The Jones Center at Ichauway invites applications for the **Communications Specialist** position. The successful candidate will assist in facilitation of internal communications efforts, support digital and printed media creation, and provide graduate student support. This position reports to the Outreach & Education Coordinator and works with staff in Education, Conservation, and Research.

This position will work onsite at the Jones Center a 28,500-acre research center is in southwestern Georgia between Albany and Bainbridge. The Center's research, education, and conservation programs focus on ecology and natural resource management. The site includes 16,000 acres of longleaf pine forests, over 1,000 acres of wetlands, and 26 miles of stream and river ecosystems. Further information can be found on The Jones Center's website <u>www.jonesctr.org</u>.

Essential duties and responsibilities:

The selected candidate will support the Outreach and Education Department with a variety of projects that may include:

- 1. Digital and printed media development including, but not limited to, social media, newsletters, publication briefs, outreach materials, and basic webpage content
- 2. Assist in the planning of employee engagement events, professional development training, and technician and student onboarding
- 3. Coordinate communication and logistics between students/post baccalaureates in workplace and professional development training programs and staff
- 4. Develop productive and professional relationships with home universities' student affairs personnel to diversity and improve the overall quality of Center-recruited seasonal technicians and graduate students
- 5. Support internal events management

Position start date:

June 1, 2024

Minimum qualifications:

- B.S. or B.A degree (preferably in communications, journalism, or a natural resource-related field)
- Demonstrate excellent written and oral communication skills
- A desire to foster positive workplace culture
- Must be authorized to work in the United States

Preferred qualifications:

- At least one year of relevant work experience or advanced degree in communications and/or a natural resource-related field
- Familiarity or basic knowledge in wildlife ecology, forestry, and/or water resources
- Well-versed in the use of social media and other digital communications platforms (i.e. webpage, digital newsletters, popular press articles)



Instructions for applying:

E-mail a completed application (found at <u>www.jonesctr.org/jobs/)</u> to <u>jobs@jonesctr.org</u> along with a resume/CV with the subject line: **Communications Specialist**. Send specific questions regarding the position to the Outreach & Education Coordinator, Rachel McGuire (<u>rem@jonesctr.org</u>). **Subject: Communications Specialist**

The application deadline is May 1, 2024. Applications will be reviewed upon receipt until the position is filled.

Workplace environment and commitment to inclusivity:

The Jones Center at Ichauway aspires to fully embrace equity, diversity, and inclusion. We reject all forms of racism including overt and systemic, prejudice, discrimination or hate toward any race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, socioeconomic class, religion, or professional status. The Jones Center at Ichauway is an equal opportunity/affirmative action E-verify employer.

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