

Position Description: Communications Manager

The ECU Water Resources Center seeks to hire a graduate assistant (or exceptional undergraduate) as a Communications Manager. This person will coordinate and produce communications media promoting Center programs, research activities, faculty, and student work. We are looking for someone who can both inform and inspire through multiple forms of media. The responsibilities for this position will include:

- Working with Center staff to identify and prioritize story ideas
- Maintaining repositories of media content
- Conducting interviews, taking photos/video, and performing background research for stories
- Writing content for production as blog posts, web pages, printed media, and podcasts
- Development of content for social media and web pages, including exceptional graphic design and video production
- Supervising and mentoring students about multimedia communication strategies and training them on tools (e.g., via short workshops)
- Additional duties as assigned

Key skills required for the position include:

- Good working knowledge of Adobe products, including Spark, Photoshop, Illustrator, InDesign, Audition, Rush, and Premiere Pro
- Experience effectively implementing and managing social media campaigns
- An understanding of design principles and/or marketing strategies and/or science communication practices
- Excellent visual, spoken, and/or written storytelling skills
- Strong interpersonal and communication skills
- Ability to identify tasks and work independently
- Attention to detail and professionalism

Applicants should have an interest in environmental issues and sustainability in eastern North Carolina as well as a strong sense of interdisciplinary curiosity. Interested applicants for the position require a portfolio of past work illustrating their suitability for the position and two references. The position is anticipated to be 10-15 hours of work per week at a rate of \$18/hr, though the work effort is negotiable and flexible.

Interested applicants should contact Stephen Moysey, the Director of the Water Resources Center, at water@ecu.edu with questions and for more information. The position will be filled as soon as an acceptable candidate is identified.