



## **RESPONSIBLE OFFSHORE SCIENCE ALLIANCE**

### **COMMUNICATIONS ASSOCIATE - Part Time**

The Communications Associate will assist in the development and execution of a communications plan and regular updates and messages representing the Responsible Offshore Science Alliance (ROSA).

In addition, the Communications Associate will be responsible for assisting in the planning and implementation of internal and external communications that support the mission, vision, goals, and achievements of ROSA.

#### **RESPONSIBILITIES:**

##### **Major Responsibilities and Duties**

##### **Communications and Graphic Arts:**

- Lead and assist as needed with writing, editing, proofreading, and production of external communication materials, including press releases, feature stories or interviews, monthly e-newsletter (constant contact or similar platform), brochures, reports, video scripts, website content, letters, social media content, videos and special publications for distribution that align with ROSA and the organization's research projects.
- Develop collateral materials, flyers, presentation outlines, annual Year in Review and other materials as needed.
- Monitor and preserve graphic standards, style, and communication protocols.
- Assist with the coordination, promotion, and documentation of attendance at special events, conferences, and programs helping to publicize and promote organizational activities.

[www.rosascience.org](http://www.rosascience.org)

1050 Connecticut Avenue NW

Unit 65036

Washington, D.C. 20036



- Use effective communication skills to present information accurately and clearly.
- Model high standards of professional integrity and maintain confidentiality of privileged information.

#### Social Media:

- Work with the ROSA executive director and staff to develop social media campaigns that help to achieve branding and communications goals.
- Manage the organization's social media accounts developing relevant content and engagement topics.
- Develop benchmark metrics to measure the results of efforts.
- Analyze and evaluate social media campaigns, key metrics, and strategies.

#### Website:

- Responsible for regular updates to and maintenance of the ROSA website (WordPress). Proficiency in WordPress is required.
- Write and edit web content.
- Monitor web traffic, performance, and capacity to identify, prevent and resolve issues.
- Maintain website content and functionality that meets the needs of the organization and users.
- Develop benchmark metrics to measure the results of efforts.

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EXPERIENCE:

Preferred minimum of 2 years of prior related experience

Proficiency in variety of Social Media platforms

Experience in WordPress web design maintenance, upgrades, and content support

Experience developing communication strategies across digital marketing platforms

QUALIFICATIONS:

Preferred Minimum Education/Certification:

Bachelor's degree (Preferred in the areas of journalism, English, public relations or communications) or equivalent proven experience.

Special Knowledge/Skills:

Candidate familiarity in the area of environment, science, fisheries and/or offshore wind is desirable but not required

Highly skilled in writing, graphic design, communications, and media relations

Strong organizational and interpersonal skills

Ability to design and produce publications

Proficiency in Microsoft Office software programs and industry standard graphic programs

Exceptional grammarian and proficient in AP Style, writing and editing ability to meet established deadlines while working multiple projects

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#### ADDITIONAL INFORMATION

The location of this position is remote within the United States, eastern or central time zone. This position will provide for a flexible schedule but will require you to participate during EST hours of regular operation as needed. ROSA will collaborate to best accommodate schedules and preferred part-time working hours.

ROSA offers a flexible work environment that supports the health and well-being of our employees.

#### SALARY INFORMATION

This position is a part-time salaried position, based on approximately 20 hours a week with no offered additional benefits package. A company computer and equipment expenses will be provided along with a monthly stipend for cell phone expense. Competitive salary range, commensurate with experience will be \$40k-\$44k annually.

Applications are due November 17, 2023. Please send a cover letter, your resume, a writing sample, and contact information to [careers@rosascience.org](mailto:careers@rosascience.org) with the Subject "Communications Associate". Successful candidates will be contacted for an interview. The application review and interview processes will be conducted through December 2023, and a target start date for the successful candidate will be in January 2024.

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The Responsible Offshore Science Alliance (ROSA) is a nonprofit organization leading a collaborative effort to advance research and monitoring on the potential effects of offshore wind on fisheries. At the heart of ROSA's work is a community—of fishermen, offshore wind developers, academics, government representatives, and others—united behind a common goal: objective, collaborative science. [www.rosascience.org](http://www.rosascience.org)

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