



JOB OPPORTUNITY

Communications Manager, California Ocean Science Trust

Overview

The California Ocean Science Trust is seeking a creative, dedicated and skilled individual to join our team as Communications Manager. This position will develop and implement a dynamic communications strategy for the organization that advances our mission and programmatic goals. Ocean Science Trust works towards ensuring that state policy and management decisions are supported with a rigorous scientific foundation. At the forefront of ocean and coastal issues, we synthesize and translate scientific knowledge, elevating the most innovative thinking from the scientific community. We believe this leads to effective ocean management for sustained, healthy and productive ecosystems.

Working at the boundary between science and management, our programs span fisheries management, ocean acidification, citizen science, expert judgment and ecosystem health. We also lead innovations in the way marine protected areas (MPAs) are evaluated and results are shared to provide decision-makers and the public with timely and credible information that is useful for making sound ocean management decisions. The Communications Manager will work with the Program Director to develop and employ new communication tools and approaches that reflect management needs and public priorities, and advance the role of science in effective stewardship and management of our oceans.

The position will be based in Oakland, California. Starting date is as soon as possible, preferably by June 2, 2014. Applications will be accepted until the position is filled. Review of applications will begin April 22, 2014. Salary will be commensurate with experience and is expected to be in the range of \$55,000 - \$65,000. Generous benefits (including medical, dental, vision, and retirement) are included in the full compensation package.

Background

California Ocean Science Trust (OST) is a non-profit organization established pursuant to the Coastal Ocean Resources Stewardship Act of 2000 to provide scientific guidance to the state on ocean policy issues. Additional information on the California Ocean Science Trust can be found at www.calost.org.

Implementing innovative approaches to science integration is what fuels us. Communicating science is core to our mission. We want to ensure that decision-makers and stakeholders have timely, credible information for making sound decisions. We work closely with the California Ocean Protection Council, California Department of Fish and Wildlife and other state agencies, California tribes, academic scientists, citizen scientists, nonprofit organizations, and community members to build strong relationships and a shared base of scientific knowledge.

OceanSpaces.org – an online community that fosters new knowledge of ocean health, embodies our vision in technology. Launched in 2012, OceanSpaces brings together everyone with a stake in the health of California’s ocean – scientists, fishermen, policymakers and citizens – offering new opportunities for individuals to communicate, create and share information.



We are looking for a skilled and energetic Communications Manager to join our team. Reporting to the Program Director, the position will be part of a cross-functional and multi-disciplinary team comprised of OST staff and contractors to ensure rigorous and unbiased science is integrated into coastal and ocean policy and management. The position provides an exciting opportunity to improve understanding and application of science into statewide decision-making.

General Functions

The Communications Manager will develop and implement a dynamic communications strategy for the organization that advances our mission and programmatic goals. The Communications Manager will work with the Ocean Science Trust team, partners and contractors to develop and employ new communication tools and approaches that reflect management needs and public priorities, and advance the role of science in effective stewardship and management of our oceans.

Duties

- Plan, organize and oversee communications, messaging, and branding activities for Ocean Science Trust, including anticipating communications needs and responding strategically to communications opportunities
- Develop and implement a quarterly communications plan, including a calendar of print, visual and electronic communications in accordance with programmatic and organizational communications goals
- Oversee the development, writing, editing, production and distribution of Ocean Science Trust communications products, including e-updates, newsletters, talking points, blogs, web content and factsheets, working closely with Ocean Science Trust science and information management staff and multiple contractors and partners
- Working with staff and external consultants, develop and implement strategies to engage decision-makers, stakeholders, scientists and the public in ocean and coastal science, employing tools and approaches that clearly convey complex scientific and technical information to broad and diverse audiences
- Work with Ocean Science Trust collaborators and partners, including scientists and stakeholders, to supplement our internal communications efforts
- Develop and manage media relationships as well as write, edit and disseminate news releases, guest editorials and blogs
- Collaborate with program teams so that programmatic and communications decisions are streamlined and complementary
- Concept and organize opportunities to enhance the communication skills of staff. Create greater value in and participation from staff in communication activities that support both programmatic and organizational goals
- Develop and implement a mechanism to quarterly measure the impact of communications investments
- Develop and implement an ongoing plan to enhance internal communications within the organization that serves to keep staff updated on organizational news, goals, milestones, and successes



Qualifications

Competitive candidates will have the following skills and attributes:

- Superb writing, editing and oral presentation skills
- Strong interpersonal skills to professionally and effectively represent the organization before a variety of diverse audiences and in a wide range of circumstances.
- Outcome-driven with strong project management skills.
- Strong team player. Able to take on diverse tasks and play both supporting and leading roles as needed to achieve organizational goals.
- Flexible thinker. Excellent analytical, problem solving and strategic planning skills.
- Strong ability to prioritize multiple tasks, including 'big picture' and detailed issues, and remain flexible when faced with short or changing timelines.
- Ability to oversee the work of multiple staff and contractors simultaneously
- Ability to build enduring relationships with partners and key audiences
- Commitment to the mission and goals of the California Ocean Science Trust.
- Authorized to work in the U.S.

Knowledge and experience:

- Bachelor's or Master's degree in related field (e.g., English, journalism, public relations, marketing, communications) and 3-5 years relevant experience.
- Prior experience working in a related field (e.g., marine science, ocean conservation, resource management) or non-profit/government experience strongly preferred
- Experience in building and working with social media and social networks, as well as web content, design and web based publications preferred.
- Ability to concept and lead production of web-based, multi-media content, e.g. blogs, Google+ Hangouts, podcasts.

Location

The position will be based in the offices of the California Ocean Science Trust, in Oakland, California. Travel within California and possibly elsewhere in the U.S. will be required. Applicants must possess a valid drivers' license permitting driving within the US and may be required to use their own vehicle for travel, reimbursable at the state rate.

Start date

The position will remain open until a suitable applicant is found. The preferred start date is on or before June 2, 2014.



Salary

Starting salary will be commensurate with experience and is expected to be in the range of \$55,000 - \$65,000. Benefits include medical, dental, and vision insurance and a generous retirement plan.

Application information

Qualified applicants should apply via email to hr@calost.org, using a subject line of Communications Manager. Please send a current curriculum vitae, and an application letter including: 1) an explanation of your interest in the position and how it fits with your long-term career goals; 2) a brief statement of your qualifications and experience relative to the qualifications listed above; and 3) links to relevant examples of communications materials you have produced, including a short writing sample. Review of the applications is planned to begin on April 22, 2014, however applications will be accepted until the position is filled.