

Position Description: Senior Research and Communications Associate

Position Title: Senior Research and Communications Associate
Reports To: Director of Research
Department: Conservation Capital Program (CCP)
Location: New York City

Position Description

The Senior Research Communications Associate will support the Director of Research and the Conservation Capital Program to advance the practical application of science to accelerate conservation. The Senior Associate will provide research assistance, distill lessons and translate science into white papers, guidance documents, case studies and fact sheets for land conservation audiences. The Senior Associate will work closely with OSI's Field Coordinators and External Affairs Program to ensure the CCP remains coordinated with OSI's external communications and will serve as CCP lead in development of content for press releases, annual reports, newsletters, web blasts and in updating content for the CCP website. The Senior Associate should have significant experience with communication of science and technical material. Knowledge of Geographic Information Systems (GIS) is a strong plus.

Primary Roles and Responsibilities**Research**

- Coordinate and oversee day to day details of OSI catalyst grants for the application of science to conservation planning
- Stay current on research and science related to OSI's core work, currently focused on climate and water quality
- Assist with research to identify priority areas for CCP investment and new opportunities for expanding CCP programs
- Assist with research for white papers and communications materials

Communications

- Translate research products into accessible communication materials for land conservation professionals, e.g. guidance documents, white papers, case studies, etc. for web and hard-copy distribution
- Liaison with External Affairs in developing grant proposals and reports, producing web, newsletter and annual report content, and in updating web content
- Develop a line of webinars and pamphlets communicating about application of science to land conservation
- Assemble and coordinate external advisors for review of content and communication products
- Edit and develop materials for advisory committees and OSI board

Requirements

Technical Skills and Abilities

- 5 years' experience in communication, with proven track record of communicating technical material
- Proven track record in translating scientific information into formats for lay professionals
- Experience working with land trusts and related conservation organizations community a strong plus
- Familiarity with watershed science and wildlife conservation
- Knowledge of Geographic Information Systems (GIS) is a plus

General Skills and Abilities

- Excellent oral and written communication skills
- Creativity and problem solving problem skills
- Strong analytical orientation and ability to quickly distill and summarize relevant information
- Attention to detail and strong organizational skills
- Ability to work on complex assignments and demonstrate initiative
- Comfort working in as part of a team and pitching in to get the job done

Qualifications

- BS degree and/or certification in related field and 5 years related experience, or equivalent combination of education and experience.

Physical Requirements

- Frequently sits for long periods of time.
- May require travel
- Frequently speaks, reads, writes and uses a computer keyboard.
- May require occasional standing, walking, lifting, stooping, bending.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.