**Institute on Ecosystems Science Communication and Program Manager**

**Position Description:**

The Program Manager for the MSU Institute on Ecosystems (IoE) will design, manage and implement science communication, engagement and outreach with the IoE’s key stakeholders, consistent with the activities specified in the IoE Mission Statement. The Program Manager will also be expected to plan a regular seminar series and other occasional events and to work with existing groups to help coordinate research engagement on campus. This position works directly with the Director of the MSU IoE.

Duties include but are not limited to:

* Science writing (e.g., research proposals, scientific publications, press releases) and communication including proposal writing, newsletter development, web page design and update, and media announcements.
* Activities to advance the Program Manager’s career development in environmental science and science communication.
* Providing capacity and support for the IoE Director as needed to execute the programs outlined in the IoE Mission Statement.
* Coordinate with faculty, students, and partners on campus and across the university system to facilitate interdisciplinary environmental research and education.
* Research, write and develop communications materials as well as manage and maintain multiple web sites, email lists, social media accounts and other public-facing communications.
* Coordinate and field incoming communications and requests.
* Lead and manage program logistics, and development of projects, and special events such as the Yellowstone Biennial Conference.
* Consider and address diversity and inclusivity messaging in all communications

**About the Office:**

Facilitate, produce, assimilate and share science-based knowledge, addressing interdisciplinary environmental challenges, in partnership with people and communities in Montana, the region, and beyond.

**Required Qualifications:**

* Bachelor’s degree in environmental sciences or related field, or an equivalent combination of directly related education and experience.
* Demonstrated experience researching, writing, and developing communications materials
* Demonstrated knowledge and experience working and collaborating with others on a variety of digital and social media platforms.
* Demonstrated excellent communication skills, verbal and written.
* Demonstrated competence using personal computers and various software such as word processing, spreadsheets, database, website, presentations, and email. Microsoft Office Suite is preferred.

**Preferred Qualifications:**

* Master’s degree
* Demonstrated exceptional written and verbal communication skills.
* Experience in website design
* Demonstrated organizational skills
* Record of publication and/or presentation in environmental sciences
* Excellent interpersonal skills with IoE affiliates and clients
* Proficiency with software for word processing, spreadsheets, spatial analysis, and/or statistics
* Knowledge of MSU policies and procedures

**Successful Candidate Abilities**

* Maintain attention to detail, meet deadlines, and prioritize competing demands.
* Consistently exercise initiative and good judgement.
* Possess strong analytical problem-solving skills
* Work productively in a team-oriented environment.
* Can work independently on a wide variety of tasks.
* Ability to plan, produce and implement online and other digital marketing content
* Ability to work with a diverse community of individuals and groups both on campus and in the larger community setting.
* Ability to creatively problem-solve with short timelines to address challenges.
* Ability to recruit, support and plan public events
* Exercise flexibility and adaptability.
* Be a team player.
* Be able to represent the Department and University in a professional and courteous manner.