



DETAILED JOB DESCRIPTIONS

Communication Specialist

Objectives: (1) to ensure the research developed by CASC researchers, staff, and students is accessible and useful for natural and cultural resource managers across the south-central U.S.; (2) to increase effective communication within the CASC main office, across the Consortium, and with USGS CASC staff; and (3) to provide communication materials to Consortium members and the National CASC for use in their activities. This position will serve as one of our primary science translators and as the “Communications” position required in the USGS solicitation (G25AS00457).

To fulfill the objectives above, specific tasks may include:

- Implement and regularly update the Strategic Communications Plan in collaboration with USGS CASC staff;
- Develop and curate content for the website, social media, and newsletter, and collect and submit research highlights for the National CASC;
- Assist CASC-funded researchers to develop communication materials for their research as part of the actionable science/research process;
- Engage with Consortium researchers to understand their communications needs and build a relationship with the research teams to improve internal and external communications;
- Assist the Consortium Research Coordinator with annual reporting and event planning (e.g., *Actionable Climate Science and Adaptation Meeting*, *Research-to-Management Dialogues*);
- Provide guidance for effective main office and Consortium communications, for branding communication materials, and for promoting CASC external communication;
- Assist CASC faculty, staff, and students in synthesizing, translating, and highlighting their research for use by natural and cultural resource managers as part of the CASC’s actionable research process;
- Work with communication counterparts across the CASC network to ensure consistent messaging and keep apprised of new communication guidance from the National CASC; and
- Understand effective communication techniques and methods to gather needs of the CASC’s variety of audiences by engaging in ongoing learning efforts.

Qualifications: They will have a Masters degree (or a Bachelor’s degree with at least 5 years of experience) in communication, journalism, media studies, climate science (broadly interpreted), or related fields. They will be able to work efficiently in a remote teamwork setting, to complete multiple projects and tasks with high-quality work, and to coordinate efforts and share results with team members frequently.