

Cal Poly Humboldt Sponsored Programs Foundation California Center for Rural Policy

Job Announcement

This is not a state position

Position: Communications Associate

Positions Available: 1

Location: Cal Poly Humboldt

Hours: Full time, non-exempt. Limited term, contingent on funding.

Salary: \$24-\$28/hourly, dependent on the qualifications of the candidate. CCRP employees are eligible for a comprehensive benefits package including medical, dental, and vision insurance and a retirement plan.

Project Name: California Center for Rural Policy (CCRP)- Community Economic Resilience Fund (CERF)/Redwood Region RISE.

Supervisor: Executive Director

This appointment is contingent on project funding and satisfactory performance. This is not a state or federal position.

The California Center for Rural Policy (CCRP), located at Cal Poly Humboldt, conducts research to inform policy, build community, and promote the health and well-being of rural people and environments. CCRP has a diverse portfolio of projects which are of varying size and duration. The Communications Associate will specifically support CCRP in their role as Convener of the Community Economic Resilience Fund for the Redwood Coast Region ("Redwood Region RISE").

Duties: Reporting to the leadership team, the Communications Associate will be responsible for planning and implementing the CERF communications strategy, including but not limited to writing and editing, managing the organization's webpage, social media, outreach and partnership building. There will also be administrative duties and a research and evaluation component to the position.

General responsibilities include, but are not limited to:

CERF Communications Lead:

- Develop and deploy strategic partner communication plan for the project
- Create and distribute monthly CERF newsletter
- Track and report key engagement metrics
- Represent CCRP at meetings and on webinars
- Develop content to communicate progress and developments to diverse audiences
- Lead the development of a dedicated, interactive website for Redwood Region RISE
- Develop content to facilitate group work- ensure that agendas, minutes, and other meeting materials are being circulated to relevant groups with support from Program Associate.

Outreach Support:

- Creating presentations to share findings
- Assist Program Associate and Outreach Lead in maintaining partner and media outreach lists

Writing / Editing Support:

- Copy edit and professional format CCRP reports and other research materials
- Assist in writing content for research products associated with the initiative
- Compile information related to outreach and engagement for grant reporting
- Synthesize complex research findings into accessible text for diverse audiences

Marketing / Social Media:

- Maintain social media for Redwood Region RISE (CERF) across multiple platforms (ie. Facebook, Twitter, and Instagram)

Other tasks as assigned.

Preferred Qualifications

- Excellent computer skills including proficiency in Google, Adobe Creative Suite and/or Canva
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative style
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Ability to take feedback, make changes and grow
- Ability to look at situations from several points of view
- Inclusive communication style, skilled at collaborating with diverse groups and tailoring communications to different audiences
- Able to work independently and with a wide variety of individuals and organizations
- Knowledge of and/or experience working in the Redwood Coast region
- Experience with project management and leading a team
- Graphic design experience would be an asset

Preferred Education & Experience

A Bachelor's degree in Communications or related field, and 3+ years of relevant experience. *CCRP team members come to the organization from diverse backgrounds. If you think you are a good fit for this role but do not meet the qualifications, please apply and let us know how you would excel in this work.*

Application Procedure: Applicants must submit 1) resume detailing work history and related experience, 2) a letter of application, 3) names, addresses, and daytime telephone numbers of three professional references and 4) the [SPF Employee Information Form](#). Please email application materials to ccrp@humboldt.edu.

The California Center for Rural Policy
Cal Poly Humboldt
ccrp@humboldt.edu
1 Harpst Street Arcata, Ca 95521
(707) 826-3400
www.humboldt.edu/ccrp

Application Deadline: Review of application materials will begin March 1, 2023 and will continue until the position is filled.

Cal Poly Humboldt Sponsored Programs Foundation is committed to achieving the goals of equal opportunity and endeavors to employ people of the highest quality reflecting the ethnic and cultural diversity of the state. Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Title IX/ADA Employer. Applications from qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Cal Poly Humboldt Sponsored Programs Foundation hires only individuals authorized to work in the United States of America. Employment with Cal Poly Humboldt Sponsored Programs is "At Will," and may be terminated with or without cause.

Cal Poly Humboldt Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be found [here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <http://www.humboldt.edu/hsuhr>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Cal Poly Humboldt SPF employees who apply for this position.