

## Job Opening

### Communications Specialist

**First consideration will be given to applications submitted by 5 pm Pacific Time (US) on Wednesday, January 3, 2024. The position will be open until filled.**



The [Schatz Energy Research Center](#) at Cal Poly Humboldt seeks an experienced professional to join our communications and development team. This person will collaborate with other professional staff, students, and faculty to interpret and share our research findings and project accomplishments, support donor engagement, and raise visibility via our website and media channels.

This position is expected to start in January or early February and is based at the Schatz Center, in Arcata, CA. The exact start date is negotiable. We work in a hybrid environment that supports flexibility and connection. Our team members currently have the option to work onsite or alternate between working remotely and at least 25% onsite at the Schatz Center. During the initial onboarding period, the selected candidate could telecommute, but ultimately will need to live within commuting distance of the Schatz Center. We welcome applications from everyone who is legally authorized to work in the United States.

### Who we are and what we do

Since 1989, the Schatz Center has been a leader in applied research and project development for clean and renewable energy. Our current portfolio includes offshore wind research and analysis, renewable energy microgrid development, sustainable transportation design, carbon life cycle analysis, solar product testing, and planning and policy for clean energy access around the globe.

We are located on the campus of Cal Poly Humboldt in Arcata, California. Arcata's 800-acre community forest and 11 miles of trails begin one block away — and we are within biking distance of California's second largest inland bay and the Pacific Ocean.

As residents of a rural coastal community, we are keenly aware of our social and environmental responsibilities. We are committed to increasing energy access and resilience for communities worldwide — and do so through clean and renewable design that reduces climate change and restores environmental and human health.



# Cal Poly Humboldt.

# Our organizational commitments

## Our vision

The Schatz Center envisions a healthy planet with thriving, equitable, resilient communities powered by clean energy.

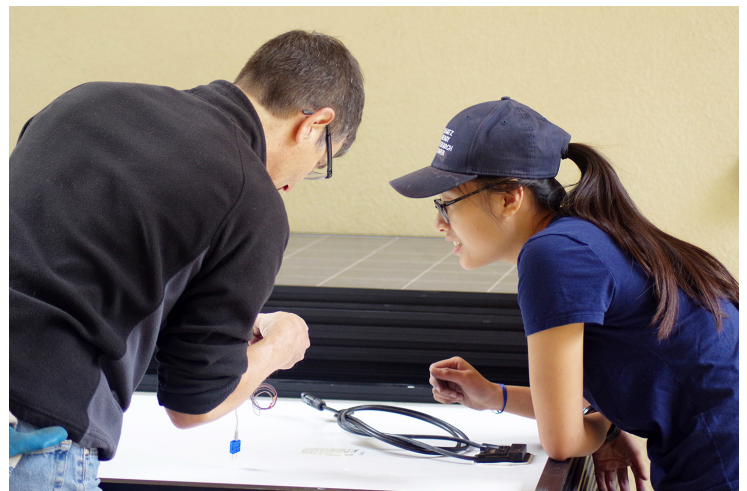
## Our purpose

Our team is committed to addressing climate change and improving human and ecosystem health through work that supports clean energy, climate-resilience, equity, and justice. Our work includes:

- **Research and development** – we do applied research focused on energy and environmental issues.
- **Technology deployment** – we design, integrate, build, test, and operate innovative, renewable, and resilient energy systems that are responsive to social and environmental needs.
- **Collaboration** – we work with public and private partners including Tribal Nations, communities, agencies, academic institutions, foundations, and industry to exchange knowledge and implement innovative solutions locally and internationally.
- **Education and Training** – we support learning that provides practical, hands-on experience for current and future practitioners and leaders.

## Our values

- **Kindness:** Treating people and the planet with care and respect through acts of inclusion, helpfulness, generosity, and encouragement.
- **Integrity:** Approaching one another and our interdisciplinary research with curiosity, open-mindedness, transparency, and humility.
- **Equity, diversity, and inclusion:** Providing a nourishing and rewarding environment for Center staff, students, and partners. Respecting the differences of our colleagues and actively seeking to identify and remove barriers to ensure opportunities to thrive.
- **Justice:** Working to advance racial justice, gender equality and women's empowerment, LGBTQIA+ rights, economic equality, and environmental justice.
- **Teamwork and collaboration:** Supporting internal and external community building and engagement to create inclusive and innovative solutions. Sharing knowledge with and learning from our colleagues, collaborators, community partners, and the public to advance understanding.
- **Effectiveness:** Using our technical, scientific, and policy expertise to do good work that makes a difference.



## Job summary

The Communications Specialist supports the Schatz Center's development, communications, and outreach efforts. This specialist is part of our communications team and is supervised by the senior development manager. Primary responsibilities include developing, writing, and/or editing research-related content for digital and print media; maintaining our contact database and website; sending acknowledgements and updates to donors and partners; and supporting activities such as tours, workshops, and campus, community, and donor events.

### Core Functions

#### *Communications (80%)*

##### **Outreach content:**

- In collaboration with the senior development manager and other staff, develop timely blog posts and update Schatz Center website content.
- Assist project teams in interpreting their technical and research findings for use by a wide range of audiences – including regulatory and funding agencies, the energy industry, Tribal Nations, and campus and community members.
- Support campus efforts by developing packaged content for campus news alerts, magazines and newsletters, and social media.
- Compile and send topical and timely email updates to opt-in audiences.
- Create straightforward, accessible, and timely news announcements and social media posts about our publications, events, job postings, and other opportunities.

##### **General communication:**

- Respond to email inquiries received via our general inbox.
- Maintain and utilize the in-house contact database to send newsletters, invitations, and other outreach.
- Maintain an archive of Schatz Center research articles, interviews, media citations, publications, and other related communications content.
- Develop and maintain content calendars to ensure regular updates and refreshes of information.

##### **Publications:**

- Copyedit publications, presentations, and proposals.
- Support project teams to create accessibility-compliant materials.
- Provide layout and graphic support, as needed, for publications and presentations.
- Work with the senior development manager to update templates and style guides.
- Normalize submitted drafts into standard formats for publication.

##### **Donor engagement:**

- Work with the development team to prepare tour materials and donor acknowledgements.
- Assist the senior development manager with providing ongoing updates to major donors and campus Advancement partners.

##### **Recruitment:**

- Prepare and post hiring announcements on our website and media channels, and to group lists and job boards.



## Events (15%)

### In person events:

- Support the senior development manager, office manager, and other staff as applicable with event coordination, logistics, purchasing, and staffing.
- Coordinate and support site tours for local youth, community members, and university audiences.

### Webinars and speaker events:

- Maintain campus calendars (including room reservations where applicable).
- Prepare flyers, post media announcements, and add events to online calendars.
- Provide technical support and prep agendas for webinar events.
- For recorded events, edit captions and prepare videos for release.

## Organizational (5%)

- Participate in Schatz Center meetings, trainings, committees, and special initiatives.
- Promote a culture of diversity, equity, inclusion, and accessibility.
- All other duties assigned.

# Qualifications

## Minimum qualifications

### Education and Experience

Any combination of education, training, and experience that would provide the required knowledge, skills and abilities. This qualification can typically be met by education, training, and/or experience equivalent to a bachelor's degree and two years of relevant professional experience.

*Note: Experience equal to a bachelor's degree could, for example, be obtained from an associate degree and two years of related work experience, or four years of related work experience.*

### Knowledge, skills, and abilities

- Strong writing and editing skills.
- Demonstrated commitment to advancing diversity, equity, inclusion, and accessibility.
- Capacity to engage with people from a wide variety of backgrounds, experiences, and areas of expertise. Interest in communicating with youth and elders, community and campus members, press, and industry.
- Ability to understand, synthesize, and translate technical concepts into accessible and understandable formats.
- Ability to integrate the Center's vision, purpose, and values throughout our communications.
- Familiarity with document and media accessibility standards, and a curiosity and commitment to learn more and be responsive to social and technological advances.
- Familiarity with Google Sheets and/or Microsoft Excel.
- Working knowledge of Adobe InDesign and Photoshop, or similar products.
- Comprehensive knowledge of Adobe Acrobat, Google Docs and/or Microsoft Word, and Microsoft Powerpoint and/or Google Slides
- Strong time management skills
- Ability to work collaboratively with others and integrate feedback.
- A willingness to ask questions and suggest new approaches.
- A curiosity about renewable energy and climate science.



## Additional welcome experience or training includes:

- Science communication
- Database and/or website management
- Graphic and logo design
- Photography and videography
- Experience with WordPress
- Certifications in subject areas relevant to the position

### ***Important note:***

This vacancy announcement includes both (a) minimum (required) qualifications as well as (b) additional welcome experience or training. Research shows that many women and people of color, in particular, feel that they have to have 100% of both the required and desired skills and experience before applying for a new job.

We want to reiterate that the additional welcome experience and training options listed above *are not required to apply for a position on our team*. If you meet the minimum qualifications and have the passion for the work, we strongly encourage you to apply.

If you do have experience or training in any of the listed areas – or in any parallel efforts which are not listed here – we invite you to include those in your cover letter and/or resume.



# Compensation and benefits

## Compensation and term

This is a full time position, with a minimum term of one year. Employee continuation is anticipated, contingent on funding, workload, and performance.

The hourly (non-exempt) wage range is between \$28.00 and \$34.03, depending on skills and experience. Cost of living adjustments are made annually in July.

## Advancement

Advancement in step is expected to occur every two years. Step raises outside this interval may also be granted for employee achievements such as professional licensure or completing a graduate degree. Advancement in category is based on criteria including experience, a strong performance record, and an increase in responsibility.

## Insurance

Medical, dental, vision, and life insurance are available for employees and dependents.

## Paid time off

Paid time off includes:

- 14 holidays per year, including December 25 to January 1
- 6 ⅔ hours of vacation per month (increases with length of service)
- 8 hours of sick leave per month
- 1 personal day per calendar year

Paid leave is also provided for voting and jury duty, and programs are available for pregnancy, disability, and family medical leave.

## Retirement

Beginning at one year of service, employer contributions of 10% of employee gross wages are made to a 403(b) employer-paid retirement investment plan.

## Additional benefit information

For additional information on leave accruals, insurance, and other benefits, view the Cal Poly Humboldt Sponsored Programs Personnel Manual at: <https://research.humboldt.edu/responsibilities-compliance/research-and-institutional-policies>.

**Please note that this is not a California State University position.**





## How to apply

### Deadline

**First consideration will be given to applications submitted by 5 pm Pacific Time (US) on Wednesday, January 3, 2024.**

### Materials

**Applicants must submit the following via email to [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu):**

- A formal letter of application (cover letter), attention: “Comms Specialist Hiring Committee”
- A resume
- A Cal Poly Humboldt Sponsored Programs Foundation Employee Information Form for Applicants: <https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer>. (Fill in Submission Email/Contact fields as follows: Name = Schatz Energy Research Center, Email = [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu).)

Please include in your email how you learned about this vacancy.

Additional materials may be required from candidates invited to interview.

### Affirmative action & equal opportunity

The Schatz Center is a part of the Cal Poly Humboldt [Sponsored Programs Foundation](#) (SPF), 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 SPF’s Equal Employment Opportunity hiring can be found at: <https://research.humboldt.edu/employment/hiring>.

### Questions and inquiries

For assistance with the application process, please submit an Accommodation Request Form or call the Compliance Support Coordinator at (707) 826-5169. <https://forms.humboldt.edu/spf-accomodation-request-form>

Learn more about our employment opportunities at [schatzcenter.org/jobs](https://schatzcenter.org/jobs).

For additional information, please email [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu) or call (707) 826-4345.



**SCHATZ ENERGY RESEARCH CENTER at Cal Poly Humboldt**  
**1 Harpst Street, Arcata, CA 95521 | 707-826-4345 | [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu)**

*For more information, visit [schatzcenter.org](https://schatzcenter.org)*