Water Institute Communications and Events Specialist

The UF Water Institute is seeking a Communications and Events Specialist who can bring creativity, commitment and excellent communication and time management skills to our collaborative, inclusive work environment. The successful candidate will work under the direction of the Water Institute Assistant Director and collaborate with other Water Institute staff. A detailed breakdown of job duties is included below. For more information about the UF Water Institute vision, mission and programs please see http://waterinstitute.ufl.edu.

Specific Duties Include:

• **Communications (50%)**
  - Develops and implements a communications strategy to support Water Institute strategic planning, initiatives, and projects.
  - Manages Water Institute digital communications outlets, including: websites (wordpress), social media (Facebook, Twitter, Instagram, Linkedin), videos (YouTube), listservs, graphics (Adobe & Canva), and photographic media (Adobe).
  - Designs, edits, and develops content of Water Institute print communication materials including reports, proposals, flyers, factsheets, and infographics.
  - Coordinates the development of media releases in collaboration with Water Institute internal and external partners.
  - Serves as liaison with other communication units (i.e. UF Research Communications, UF Strategic Communications and Marketing, IFAS Communications) in support of Water Institute communications strategy.
  - Evaluates strategies for impact and for adherence to UF branding, best practices and accessibility guidelines and requirements.

• **Event Planning (35%)**
  - Coordinates planning of Water Institute in-person and virtual events such as meetings with internal and external partners and stakeholders, seminars, workshops, and symposia. Activities may include scheduling and on-site logistics (room reservations, catering, IT), advertisement, registration management, attendee communications.
  - Tracks and monitors event expenses; coordinates event billing and payment processes with fiscal/travel services unit.

• **Other Duties (15%)**
  - Serves as point of contact with Water Institute Affiliated Faculty, internal and external partners to accomplish program objectives.
  - Serves as departmental liaison to the IT unit, fiscal/travel services unit, and external vendors.
  - Provides general office management including managing inventory, mail, equipment, and facilities.
  - Other duties may be assigned based on the needs of the unit.

A bachelor's degree in an appropriate area of specialization and one year of relevant experience is required. The ideal candidate will have experience in science communications and working in a collaborative team environment, strong organizational and time management skills. Background in a relevant earth and environmental science (water-related) is preferred. Proficiency in Microsoft Office Suite, Web Content Management Systems (Wordpress), social media outlets, Qualtrics, Access and Adobe Creative Suite are required.

Expected Salary: $40,000- $55,000; commensurate with qualifications and experience.

Applications containing a resume, letter of interest and the names and contact information for three references should be submitted through the official University of Florida Human Resources procedures detailed at https://explore.jobs.ufl.edu/en-us/job/527337/communications-specialist by July 14, 2023.