

POSITION ANNOUNCEMENT

File Reference: 2018-13

Position Title: Forestry Communications Specialist

Location: State Office – Fort Collins, Colorado

Salary: \$53,000 - \$55,000, commensurate with experience

Employment Status: This full-time, regular appointment will be a Colorado State University Administrative Professional employee.

Closing Date: Applications will be accepted until the position is filled; however, applicants should submit all application materials by 11:59pm on January 22, 2019 for full consideration.

Job Summary: Under the strategic direction of the Communications Manager, the Forestry Communications Specialist is responsible for ongoing, detailed coordination and tasks required to create publications and videos in conjunction with forestry experts, writers, editors, videographers, internal and external contractors and others. Maintaining the integrity of the agency's brand in collaboration with the Communications Manager and Associate Director of Communications and Communities is a key component of this position. This individual will be the primary point of contact for CSFS State Office social media posts (e.g., Facebook and other platforms). The Specialist also is responsible for the creation, distribution and inventory of promotional materials and displays, including signage for various purposes. This position additionally will arrange for, or personally host, the CSFS presence at a limited number of outreach events of priority to the State Office, in conjunction with other Communications and Communities Division members and/or CSFS field staff, and will coordinate other projects as assigned.

Required Job Qualifications:

- A minimum of a bachelor's degree is required in Journalism, Media Communications or similar communications program, or in Graphic Design and related multimedia design programs. Human Dimensions of Natural Resources, Forestry or other agency-aligned degrees, along with a background or experience in communications, also will be considered.
- Two years of experience in professional writing and editing for the creation of one or more of the following: informational publications, published articles, official organization social media accounts and/or website content, and/or video production scripts.
- Experience working with Microsoft Office (i.e. Word and Outlook) and some form of graphic design software (i.e. Adobe Creative Suite, including Photoshop, Illustrator and InDesign).
- Successful applicants must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

To apply and for a complete position announcement, please review the following website:

<http://csfs.colostate.edu/employment/> . CSU is an EO/EA/AA employer and conducts background checks on all final candidates.