POSITION: Communications and Outreach Specialist
Part-Time / Non-Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 615

LOCATION: Center for Regenerative Agriculture

COMPENSATION: $20.00 per hour; up to 29 hours per week

ESSENTIAL JOB FUNCTIONS:
This position will support Regenerative Agriculture Initiative (RAI) related events including field days, workshops and conferences. The incumbent will work together with RAI staff to provide logistical coordination between farmers and RAI staff in the following areas:

Planning and Outreach
- Coordinate travel arrangements and logistics
- Assist with the development, management, and dissemination of education materials
- General tasks to include phone and email communications
- Coordinate facilities reservations for RAI events and activities
- Assist in the coordination and planning of field days and other outreach activities
- Assist with purchasing process and required documents in coordination with AAS
- Provide support for grant writing activities
- Participate in RAI strategic planning

Social Media Coordination
- Coordinate with RAI staff to promote and advertise RAI events and activities using social media and other forms of publicity
- Publish and edit RAI related blogs
- Provide support to the Journal for Regenerative Agriculture as the Jr. Editor
- Create short-story videos for RAI website and social media to promote RAI and related activities
- Assist in the development of print, audio, and video content characterizing our growing initiative
- Feature farmer mentors, field day clips, faculty affiliate research activities, and conference recordings

EMPLOYMENT STANDARDS:
The successful candidate must be able to demonstrate basic communication skills, experience in training others, attention to detail, strong work ethic, knowledge of social media platforms, knowledge of website support, knowledge of video production, work well in a team, and work well independently.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- CSU, Chico Research Foundation application
- Cover letter
- Resume
- Three professional references

APPLICATION DEADLINE: Open until filled. Application review begins on September 17, 2018. Applications received after 5:00 p.m. on September 16, 2018 may not be considered. Applications can be submitted:

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

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BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/