

Vacancy Announcement

Outreach Coordinator

Position Summary: The Schatz Energy Research Center (SERC) is looking for an Outreach Coordinator to lead our education, outreach, and marketing efforts.

Background: SERC's mission is to promote clean and renewable energy. Our work involves research and development, technology demonstration, project development, energy systems analysis, and education and training. We also perform feasibility studies, resource assessments, and energy planning studies. SERC is affiliated with Humboldt State University's (HSU) Environmental Resources Engineering program and is located on the HSU campus.

Compensation: The salary range is \$19.00-\$32.50/hr. Appointments are normally made at the beginning of the salary range. This is a non-state, non-exempt (hourly) position. The position will be half-time to three-quarter time and becomes benefit eligible at three-quarter time and above. Regular work hours for this position will be between the hours of 8 a.m. to 5 p.m. Monday through Friday.

Duties and Responsibilities

Working under the supervision of the operations manager and providing assistance to professional staff, the employee will:

- research social media opportunities and implement a social media strategy
- maintain website and email accounts
- coordinate the publication of SERC's quarterly newsletter
- coordinate SERC's docent program, including
 - organizing and scheduling on site visits to SERC and/or offsite visits to local schools and community events
 - assisting in recruiting, training, and managing SERC docents
 - creating, cultivating, and maintaining connections in schools and similar organizations
 - assisting in updating and developing docent program curricula
 - assisting in data management that involves using Excel
- present educational programs to and lead tours for audiences of all ages
- assist in creating, publishing, and distributing Sustainable Futures Speaker Series materials
- assist in coordinating special events
- identify and pursue funding opportunities to support SERC education and outreach efforts

Depending on the candidate's availability and skills, the employee may also be involved in developing, writing, and updating content associated with SERC's marketing efforts as well as for funded education projects. The activities of the selected applicant may vary depending on the employee's skills and experience.

Minimum Qualifications: Eligible candidates will have a Baccalaureate degree in a relevant field or equivalent experience in the field of communications, education, environmental science, engineering, or science. The candidate will have experience working with youth or community members and will have knowledge of and be familiar with environmental issues and science and energy concepts. The candidate will have excellent writing, organizational, and public speaking skills, an understanding of computer software applications such as Microsoft Word, Excel, and PowerPoint, the ability to quickly learn (if needed) Adobe Creative Suite applications (Photoshop, Dreamweaver, and InDesign) and

WordPress, and possess a valid California driver's license.

Preferred Qualifications (candidates are not expected to have qualifications in all of the listed areas):

- background in formal or informal science education
- experience with and knowledge of social media and website applications
- experience with and knowledge of curriculum development
- experience with fundraising and grant writing

Application Procedure: Applicants should submit a letter of application, a one-page résumé, and the [HSU SPF Employee Information Form for Applicants](#) to Schatz Energy Research Center, attention Allison Hansberry, Humboldt State University, Arcata, CA 95521 or via email to serc@humboldt.edu.

The letter of application should include an explanation of your qualifications and interests with respect to the position. The letter will be used in part to evaluate the quality of your writing.

Application Deadline: This position is open until filled. First consideration will be given to applications received by 4:00 PM, Friday, January 20, 2017.

Humboldt State University Sponsored Programs Foundation (HSUSPF) 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 HSUSPF'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 call the HSUSPF Interim Compliance Support Coordinator at (707) 826-5159.

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