

Communications Coordinator
Carl R. Woese Institute for Genomic Biology
University of Illinois at Urbana-Champaign

Job Description

The Communications Coordinator will provide design, communications, and marketing support for the research project funded by the Bill and Melinda Gates Foundation entitled Realizing Increased Photosynthetic Efficiency (RIPE) and the ARPA-E PETROSS project, entitled Genetically Advantaged Oil-Producing Sugarcane and Sweet Sorghum. This position is responsible for developing a coordinated communications and public relations strategy to raise awareness and increase visibility of the RIPE and ARPA-E project, both internally and externally, with the goals of locating collaborative research opportunities, securing additional project funding, and facilitating information flow between the existing collaborators.

Specific Duties and Responsibilities

1. Develop brand standards for the each of the projects, including logos, and ensure the consistency of that branding across all communications and project websites as well as other marketing and social media vehicles.
2. Responsible for concept, designing, editing, executing, and delivering a wide range of electronic and print-based communications and marketing materials including presentations, brochures, posters, print and online advertisements for postdocs and research services, booth displays, digital display templates, event invitations and agendas, and other materials as needed.
3. Responsible for the design and content of the project public website and the existing internal website (Wiggio). Internal website includes communications between collaborators, shared file transfer, calendaring, and task assignments. Also responsible for coordinating the implementation of the website with the Web Programmer.
4. Manage assigned projects from conception to completion including time, scope, quality, and budget. Work with vendors soliciting quotes and providing quotes to Project Manager to determine purchasing requirements. For print production determine paper and appropriate production process, evaluate and approve color proofs, press checks, and any other production requirements. Provide materials in required format for any electronic and/or digital media outlet.
5. Utilize excellent analytical skills to identify the target audience and independently choose appropriate styles of visual design, appropriate styles and length of message, and quantity and mode of message distribution to best reach that audience.
6. Understand the photographic style required for project brand image, maintain photography archive, and produce high-quality photographs as requested.
7. Assist team members in the creation of required presentations as requested. Create standardized PowerPoint slides that align with the project brand.

8. Must have strong background in developing communications strategies for agricultural research in order to communicate technical terminology and concepts accurately to the Project Manager, vendors, and others.
9. Provide regular updates regarding status of assigned projects to the Project Manager.
10. Work with the Production Manager to ensure that all communications, marketing materials, websites, etc. adhere to the Gates Foundation and DOE/ARPA-E guidelines.
11. Participate in RIPE Management and Executive Committee meetings and ARPA-E team meetings as needed. Attend RIPE and ARPA-E Annual Meetings. Attend conferences and summits when requested including setting up booth displays, and staffing booth to assist with marketing activities required at the event. As required, travel to collaborator sites.

Minimum Qualifications

Bachelor's degree required, preferably in graphic design, but communications, marketing, or related field acceptable. At least five years of successful communications, marketing, and design experience within a university/college environment. Preference will be given to applicants with previous experience in agricultural research. Excellent interpersonal and communications skills and superior client-relations skills are required. Strong writing skills and demonstrated experience writing and editing for diverse audiences and at all levels of the organization are required. Experience writing for technical and or scientific publications is preferred. Excellent organizational skills and multi-tasking capabilities to meet stringent deadlines and produce accurate, detail-oriented work are required. Strong artistic ability and proficiency with industry-standard software including Photoshop, Illustrator, InDesign, PowerPoint, and Word is required. Thorough knowledge of all aspects of print and web production including preflight and prepress practices and a thorough understanding of typography is required. Multi-media design experience with knowledge of Flash and Dreamweaver is also desired. Comprehensive knowledge of graphic design principles and branding is required. Preference will be given to applicants with current institutional knowledge of the University of Illinois including the research enterprise and complex organizational structure. Working knowledge of Wiggio is preferred.

Salary will be commensurate with training and experience. This is a full-time academic, non-tenure track position funded by grant monies on a year-to-year basis. The proposed starting date is negotiable after the close date.

Please create your candidate profile at <http://jobs.illinois.edu> and upload your letter of interest (including email address), resume, 5 examples of design work (will not be returned) and contact information for three professional letters of reference by September 30, 2015. Portfolio will be reviewed at interview. All requested information must be submitted for your application to be considered. For further information regarding application procedures, you may contact Kim Johnson, kljohns@illinois.edu.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).