OUTREACH AND COMMUNICATIONS SPECIALIST
Carl R. Woese Institute for Genomic Biology
University of Illinois at Urbana-Champaign

Description: The IGB Outreach and Communications Specialist will support the Carl R. Woese Institute for Genomic Biology’s outreach and communications efforts to help educate internal and external audiences about IGB research through outreach activities, public engagement programs and writing. The position will report to the Outreach Activities Manager.

Major Duties and Responsibilities:

- Coordinate outreach functions and provide programmatic support by working with the Outreach Activities Manager in planning and implementing public engagement efforts. Help organize event planning aspects, such as catering, securing transportation and venue, scheduling content and activities within a larger event, and staffing. Responsible for planning the majority of various events and includes a significant level of responsibility including independent judgment and decision making in regard to creating event content and speaker schedules, addressing and solving speaker and attendee needs during events, and serving as point of contact before and during events to approve logistical details. Some events include being a part of a larger team and will share the planning responsibility and decision making. Scheduling dates, locations, and developing content. Responsible for the budget and approval from the Associate Director.

- Foster and maintain relationships with community members, organizations, faculty and staff, post-docs and students to develop educational programming, meaningful outreach activities, and maintain the positive reputation of the IGB.

- Recruit and train participants and volunteers for outreach activities and educational opportunities. Recruit graduate students and postdocs to support the IGB’s Genome Day. Provide training on how to best present their specific activity at Genome Day. Provide guidance and support during Genome Day. This includes working with elementary students, undergraduates, grad students, post-docs, faculty/staff, and members of the community.

- Collaborate with other campus units to create and provide interdisciplinary programming to members of the University and community.

- Support communications functions by developing a variety of materials for print and web that increase the visibility, impact, and awareness of IGB efforts. Material would include news releases and coverage of IGB research; in-depth articles for the Annual Report and Biomarker; posters and distributed materials promoting IGB events; photography and video content.

- Update, edit and modify existing web content as necessary.
• Represent the IGB as needed. Involvement in tours of the IGB to visitors or provide an overview of the IGB at a campus outreach event.

**Education:** Bachelor Degree required in English, Communications, Journalism or similar field.

**Experience:** Professional experience in both communications and engagement. Excellent communication skills, including writing and speaking, and interpersonal skills. Must be organized and able to work as a team member and independently.

Salary will be commensurate with experience and qualifications. This position is a 12-month, 100% time academic professional appointment with regular University benefits. 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 and contact information for three professional letters of reference by April 18, 2016. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. All requested information must be submitted for your application to be considered. For further information regarding the application procedures, you may contact Kim Johnson, kljohns@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

*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, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).*