Connecticut Science Center
Communications Research Associate

Job Title: Communications Research Associate

FLSA: Non-Exempt, Hourly, Part-Time, (24 Hours Per Week)

Reports To: Director of Marketing

Summary:
The Connecticut Science Center has an immediate opening for an enthusiastic, energetic, and detail-oriented individual who will work on exciting communications projects including researching and writing content for the Science Center’s blog and website, coordination of the blog post schedule, assisting with social media post development and other marketing initiatives. The Communications Research Associate may also help with other marketing-related tasks, specialty events, and media appearances.

You should be a skilled, tech-savvy writer who can create appealing, insightful content that will reach and grow our audience. You should be creative, adaptable, and analytical with excellent writing skills and a unique voice. Passion for the Connecticut Science Center’s mission to inspire the next generation of STEM professionals, sustainability, and impactful educator professional learning is highly desirable.

Responsibilities:
• Generating, researching, and pitching ideas for content.
• Writing, editing, publishing, and promoting content.
• Advocating and educating others about the Connecticut Science Center’s mission and its fulfillment.
• Maximizing site traffic by utilizing Search Engine Optimization keywords.
• Inviting bloggers, experts, or other notable guests to contribute content.
• Monitoring responses to posts via the website, social media, or other platforms to better understand the audience.
• Staying current on science and education topics for possible opportunities to attract new readers or create stronger, more engaging content.
• Other duties as assigned.

Requirements:
• Must be at least 18 years old.
• High school diploma required.
• Exceptional writing, research, and communication skills.
• Proficiency with computers, especially content management software, social media platforms, MS Office, and SEO keywords, basic understanding of HTML and Wordpress.
• Ability to work weekends as needed.
• Detail-oriented and adaptable.
• Ability to work unsupervised for several hours at a time while producing excellent results.
Physical Requirements:

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional standing, walking, stooping, kneeling or crouching.
- Sitting for long periods of time.
- Able to stand for several hours.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Qualified applicants will go through an application process, interview process, and must successfully complete a background check.

To apply, send a cover letter and résumé to HR@CTScienceCenter.org, and please reference “Communication Research Associate” in the subject line by March 24, 2020.

The Connecticut Science Center is an equal-opportunity employer.