

University of Delaware
Northeast Extension Risk Management Education Center
Communications Associate Position
Part-time, Non-Benefitted Miscellaneous Wage

Position Title: Communications Associate

Hours: Up to 25 hours/week, based on business needs, between the hours of 8:30 a.m. – 4:30 p.m. Monday - Friday

Supervisor: Director, Northeast Extension Risk Management Education Center

Context of Job: Under the general direction of the Center Director for the Northeast Extension Risk Management Education Center (NERME), the Communications Associate is responsible for providing support for NERME related programming at the University of Delaware. The NERME Center is part of the College of Agriculture and Natural Resources' Applied Economics and Statistics department. This part-time, miscellaneous wage position is ineligible for University of Delaware employee benefits.

Major Responsibilities:

- Maintain the Northeast Center's website
- Promote the NERME Center and its impacts through social media and other outlets
- Assist with developing and editing NERME promotional materials and reports
- Assist in the development and distribution of RFAs for competitive grants administered by the Northeast Center, as part of the national ERME Competitive Grants Program
- Review and process funded project's progress reports
- Assist with planning and conducting regional and national meetings (including out-of-state travel)
- Interface and collaborate with colleagues at the other four ERME Centers
- Complete special projects as requested by NERME Center Director or Program Coordinator, including technical writing and program assessment

Qualifications:

- Bachelor's degree preferred
- Excellent written and verbal communication skills
- Excellent editing skills
- High level of knowledge using WordPress
- Intermediate knowledge using Adobe software, Microsoft Office (Word, Excel, PowerPoint), and Google Apps
- Skills in independent judgment to plan, prioritize and organize a diversified workload with attention to detail
- Availability to travel out-of-state, and work occasional evenings

For more information about the position please contact Laurie Wolinski, Director, Northeast Extension Risk Management Education Center – lgw@udel.edu.

TO APPLY: If you are interested in this role, please send a copy of your resume and cover letter to Laurie Wolinski via email at lgw@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.