

New York Sea Grant (NYSG) seeks a dynamic and high energy individual to join our team as a **full-time Science Writer** for the program.

The person in this position, **who will be based at Stony Brook University**, will help to effectively raise awareness of the program's efforts and impacts across the State, and enhance access by our coastal communities and partners to information, products, and tools of relevance and importance to them.

**NOTES:**

- **Applications must be submitted to SBU via the link below by Aug 1, 2024, 11:59:00 PM**
- **Resume/CV and cover letter should be included with the online application.**
- The position will be based at Stony Brook University, but support the program across the State, which requires some travel.
- Regarding telecommuting — Consistent with SBU's current employment and telework policies, after completion of a full year of employment and a satisfactory performance review, eligibility to participate in the SBU telework program will be available and evaluated. As per SBU's policies, employees will be expected to have a regular in-person presence at the official work location. Employees should not expect to be approved to telecommute on a full-time or near full-time basis.
- Salary range: \$57,000-\$65,000

**How to Apply:**

Please apply via SBU - [click here](#)

**Required Qualifications** (Evidenced by an attached resume):

- Bachelor's degree (foreign equivalent or higher) in Journalism, Communications, or Science-related field.
- One year of full-time experience working in a communications or public relations capacity.
- Experience writing and copy-editing feature stories or other written content that aligns with the strategic objectives of the organization.

**Preferred Qualifications:**

- Three years of full time experience working in a communications or public relations capacity.
- Knowledge of Sea Grant.
- Experience with technical and/or science writing/editing for paper and electronic publications.
- Experience using e-newsletter platforms such as Constant Contact or MailChimp. Experience using Adobe Creative Cloud programs (e.g., InDesign, Photoshop, Illustrator, etc.).

**Brief Description of Duties:**

- The Science Writer, who will be supervised by [New York Sea Grant's Communications Manager](#), will have a demonstrated ability to communicate research, extension, outreach, and education projects to a variety of audiences that would be reflective of NYSG's coastal stakeholders and partners, and be able to translate that information through a diverse set of communications platforms and products. These include writing, among other things, stories for the e-newsletter, press releases for media, deliverables such as fact sheets and website content.
- The Specialist will have the ability to work independently, but within the context of being a member of an integrated and collaborative NYSG team.
- The Science Writer will also be responsive to general program-wide communications requirements as needed and appropriate.

### **Communications Duties:**

Support overall NYSG communications portfolio needs across all program divisions, strategic plan focus areas, and program geographies through:

#### *Science and Technical Writing, Editing*

- Writing (e.g. extension, education).
- Copy editing of content and products developed by staff in all program divisions.
- Translation of science and research information: Assist the Communications Manager with the collection and translation of science and research information into user-friendly, non-specialist language for a variety of end users and platforms.
- Knowledge of and/or ability to learn and apply Associated Press style.
- Knowledge of and/or ability to learn and apply industry, university, and federal accessibility standards.
- End-to-end product development (e.g. brochures, one pagers, program synthesis documents, videos, newsletter).
- Program reporting materials (e.g. "Impacts and Accomplishments" for NOAA Sea Grant's - Planning, Implementation, and Evaluation Resources (PIER) system. This data, which could include content related to the program's strategic plan, projects and funding as well as project results, can be rolled up to tell a national story.)

#### *Communications*

- Support overall NYSG communications portfolio needs across all program divisions, strategic plan focus areas, and program geographies:
- Assist in creation and maintenance of a living communications strategic plan with input from staff, supervision from the Communications Manager and oversight from the Director.
- Serve as a point of contact for and communication support to extension, education, and outreach staff.
- Coordinate and assist in communication planning (e.g. outreach, products, events, swag etc.) for events/activities.

#### *Media Relations*

- In consultation with Communications Manager and other relevant staff, develop, distribute, and track NYSG press releases, stories, and news items.
- Solicit and facilitate media interviews for specified NYSG projects and activities.

### *Administrative Liaison*

- Play an active role in the Sea Grant Communicators Network, working with the Communicators in other state Sea Grant programs on issues/projects of common interest and benefit.
- Collaborate to find synergies between University-wide marketing and communications efforts. Participate on University-wide committees and task forces to enhance visibility and reputation throughout the University and beyond.

### *Other duties as assigned.*

### **Work-Place Skills**

- High energy and passion for the mission and activities of New York Sea Grant, a federal-state coastal science partnership program of the National Oceanic and Atmospheric Administration, the State University of New York and Cornell University.
- An ambitious, visionary, and creative approach to communications and advancement strategies.
- Experience in communications or media relations in a higher education or a non-profit organization.
- Experience working with researchers or in some kind of science communication capacity (e.g. Biology, Coastal Science, Marine Science, Environmental or Aquatic-related field).
- Experience working with a high degree of professionalism, integrity, tact and maintaining confidentiality and handling sensitive communications with discretion.
- Experience interacting with the general public as well as successfully building consensus among a large number of diverse colleagues, senior leadership, donors and outside agencies to address and resolve issues.
- Outstanding oral, written, and interpersonal communication and presentation skills with a service-oriented attitude.
- Ability to be adaptive and nimble to an ever-evolving program as well as the communications landscape.
- Experience effectively multi-tasking in a fast-paced, deadline driven environment with a high degree of accuracy and organization.
- Experience managing complex projects.
- Demonstrated commitment to a culture of respect, diversity, equity, and inclusion.
- Experience successfully promoting a working environment that encourages creativity, efficiency, and receptivity to change.
- Experience building long-term relationships based on trust, predictability, and communication.
- Strong organizational and time management skills with exceptional attention to detail.

Job Number: 2401570  
Official Job Title: Editor II  
Job Field: Administrative & Professional (non-Clinical)  
Primary Location: US-NY-Stony Brook  
Department/Hiring Area: Sea Grant  
Schedule: Full-time Shift: Day Shift Shift Hours: 8:30- 5:00  
Posting Date: Jul 2, 2024  
Posting End Date: Aug 1, 2024, 11:59:00 PM  
Salary:\$57,000 to \$65,000  
Appointment Type: Regular  
Salary Grade: E4

### **About Stony Brook University**

The Research Foundation of SUNY is a private educational corporation. Employment is subject to the Research Foundation policies and procedures, sponsor guidelines and the availability of funding. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

Due to U.S. Export Control laws and regulations, the candidate hired will need to be a U.S. citizen, lawful permanent resident, or other "protected individual" (as defined by 8 U.S.C. Sec. 1324b(a)(3)).

For this position, we are unable to sponsor candidates for work visas.

Resume/CV and cover letter should be included with the online application.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at (631) 632-6280 or visit [OEA](#).

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).

Visit our [WHY WORK HERE](#) page to learn about the total rewards we offer.

Also see [SUNY Research Foundation: A Great Place to Work](#).

### **More Info: New York Sea Grant**

New York Sea Grant (NYSG), a cooperative program of Cornell University and the State University of New York (SUNY), is one of 34 university-based programs under the National Oceanic and Atmospheric Administration's National Sea Grant College Program.

Since 1971, NYSG has represented a statewide network of integrated research, education and extension services promoting coastal community economic vitality, environmental sustainability and citizen awareness and understanding about the State's marine and Great Lakes resources.

Through NYSG's efforts, the combined talents of university scientists and extension specialists help develop and transfer science-based information to many coastal user groups—businesses and industries, federal, state and local government decision-makers and agency managers, educators, the media and the interested public.

The program maintains Great Lakes offices at Cornell University, SUNY Buffalo, SUNY Oswego and the Wayne County Cooperative Extension office in Newark. In the State's marine waters, NYSG has offices at Stony Brook University and with Cornell Cooperative Extension of Nassau County on Long Island, Brooklyn College and Cornell Cooperative Extension in NYC and Kingston in the Hudson Valley.

For updates on Sea Grant activities: [www.nyseagrant.org](http://www.nyseagrant.org) has RSS, [Facebook](#), [Twitter](#), [Instagram](#), and [YouTube](#) links. NYSG offers a free e-list sign up via [www.nyseagrant.org/nycoastlines](http://www.nyseagrant.org/nycoastlines) for its flagship publication, *NY Coastlines/Currents*, which is published quarterly.