

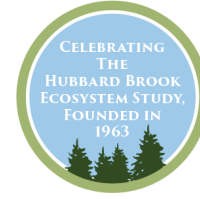


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**Job Description:**  
**Outreach and Communications Manager**  
**Hubbard Brook Research Foundation (HBRF)**

**Deadline:** Open until filled  
**Date Posted:** September 11, 2017  
**Position:** Outreach and Communications Manager, Hubbard Brook Research Foundation (HBRF)  
**Status:** Full time preferred, part time negotiable  
**Location:** Hubbard Brook Experimental Forest, North Woodstock, NH  
**Regular** Schedule: 40 hours per week, 9:00 am – 5:00 pm, Monday – Friday  
**Reports To:** Director of Science Policy and Outreach

The Hubbard Brook Research Foundation (HBRF) works to support the Hubbard Brook Ecosystem Study in Woodstock, NH. For more than half a century at the 8,000-acre Hubbard Brook Experimental Forest, long-term studies of air, water, soils, plants, and animals have revealed the causes and consequences of acid rain; the effects of lead, salt, and nitrogen pollution in streams and lakes; the environmental drivers affecting migratory songbirds; and the ecological impacts of climate change.

Established in 1993, HBRF connects the Hubbard Brook Ecosystem Study with diverse stakeholder groups across the northeastern United States. HBRF synthesizes and presents scientific information with real-world, practical applications in mind. HBRF products include K-12 math and science lessons, guided forest tours, professional development for teachers, undergraduate research opportunities, community dialogue events, and policy-relevant briefings and bulletins.

For more information, visit: <https://hubbardbrook.org/hubbard-brook-research-foundation>

**Essential Job Functions**

Working with the Director of Science Policy and Outreach, the Outreach and Communications Manager (OCM) will lead efforts to communicate Hubbard Brook science to public audiences and to develop opportunities for two-way engagement between Hubbard Brook scientists and the residents and visitors of the Northern Forest region of the northeastern United States. The OCM will help develop and coordinate activities of a new project recently funded by the National Science Foundation's Advancing Informal STEM Learning (AISL) program to embed public engagement with science in the Hubbard Brook Ecosystem Study. The OCM will play a leading role in this project, which represents a collaboration between the Hubbard Brook and Harvard Forest Long Term Ecological Research sites (LTERs) and involves a team of researchers, practitioners, and evaluators from multiple institutions, including: HBRF, Harvard, Michigan State University, Boston University, and CUNY's Advanced Science Research Center. For more information, visit:

<https://hubbardbrook.org/articles/embedding-public-engagement-science-lter-sites>  
[https://www.nsf.gov/awardsearch/showAward?AWD\\_ID=1713204](https://www.nsf.gov/awardsearch/showAward?AWD_ID=1713204)

## **Major Duties and Responsibilities**

- Writes online articles, synthesis fact sheets, and press releases about research and outreach projects at Hubbard Brook and related science. This will involve regular communication with Hubbard Brook scientists and staff, and the development of positive relationships with local, regional, and national media.
- Works with HBRF staff and partners to produce innovative science communication products and opportunities: for example, web video, live chats, and podcasts.
- Develops and coordinates a Scientist Speakers' Bureau to facilitate Hubbard Brook scientists engaging with community and stakeholder groups. This will involve working one-on-one with scientists to develop presentations for public audiences, marketing the service to stakeholder groups, and working with HBRF administrative staff on event logistics.
- Helps organize and put on outreach events like science cafes and open houses.
- Helps organize public engagement and communication training events for scientists.
- Maintains Hubbard Brook e-newsletter and social media accounts.

*Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.*

Regularly scheduled hours will be 9:00 am to 5:00 pm, Monday through Friday. However, evening and weekend work will be required occasionally. Position will require occasional travel for meetings and events.

## **Skills and Qualifications**

- Bachelor's degree in science, communications, or education required; Master's degree or Ph.D. in a related field preferred.
- Proficiency in reading and understanding primary scientific literature.
- At least 3 years of relevant work experience.
- Must have excellent oral and written communication skills; experience with science communication training is preferred.
- Must have previous experience writing about science for public audiences. Previous experience organizing, managing, and participating in science outreach and public engagement projects is preferred.
- Must have excellent project management and interpersonal skills. Ability to work well independently and as a member of a fast-paced team.
- Proficiency with Microsoft Office Suite and social media is expected. Proficiency with or willingness to learn basic video editing software.

## **How to Apply**

Please send an email with the following as attachments: a cover letter, resume, three professional references, and three writing samples (3–6 pages of writing samples total).

Please send application materials and direct any inquiries about the position to:

Sarah Garlick  
Director of Science Policy and Outreach  
Hubbard Brook Research Foundation  
[sgarlick@hubbardbrookfoundation.org](mailto:sgarlick@hubbardbrookfoundation.org)