

Job Title: Science Communications Manager/Public Information Officer (PIO)

Location: Tucson, AZ

Reports To: Chief Executive Officer

Employee Type: Full-Time

Travel: Occasional

Relocation: Negotiable

Desired Start Date: ASAP

Base Salary: \$80,000-\$95,000

Benefits: Medical and dental insurance, life insurance, disability, retirement plan, and more.

PSI will not sponsor applicants for work visas for this position.

ABOUT PSI: The Planetary Science Institute (PSI) is a private, nonprofit 501(c)(3) corporation dedicated to Solar System exploration. The reach of science conducted by PSI today covers all traditional areas of planetary science and the search for life in the universe. We are carving inroads into new areas of study enabled by the discovery of thousands of new worlds around other stars in our galaxy, and by the increasingly granular information being returned in the exploration of worlds in our own Solar System, including Earth. We are committed to sharing the resultant knowledge with the public at large to promote science education and science literacy. PSI scientists and educators engage the public in the process of science and are ambassadors to communities where science is often viewed skeptically. Our staff has grown dramatically in the last two decades and now includes 134 PhDs and 186 employees in 35 states, the District of Columbia, and numerous international locations. By the breadth and quality of its science staff, PSI is one of the pre-eminent planetary research institutes in the world. We enthusiastically embrace the future as we pursue more knowledge and opportunities.

POSITION SUMMARY: PSI is seeking to hire a PIO who has a passion for science communication and is proficient in converting complex scientific topics into engaging and relatable content to the general public. The PIO is the contact and liaison between PSI scientists and members of the media and the public. The PIO manages the PSI Public Information Department and works with the CEO to develop and implement evolving external and internal communication strategies and capabilities at PSI.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Identify interesting PSI research, impactful outreach activities, and prestigious awards, and translate them into content that is accessible to reporters and the public.
- Generate press releases in a timely manner to distribute to the media and other agencies and respond to media and public queries on PSI activities and when needed, facilitate media interviews with PSI researchers along with establishing and maintaining media contacts.
- Manage the production and distribution of PSI social media, video productions, and webcast productions.
- Develop and implement communication strategies with the CEO.
- Arrange and implement media briefings.
- Foster and maintain relationships with local and national reporters to facilitate interviews, pitch stories, and organize press conferences.
- Oversee and edit the weekly newsletter.
- Compile reports on news media hits and social media performance.
- Represent PSI at various community affairs and events, and function as the Institute photographer.

- Develop and expand a good working relationship with PSI's scientists and educators and encourage them to participate in PSI's media efforts.
- Work closely with PSI researchers to maintain knowledge of what they are doing; work with researchers to develop and distribute news releases and other media about what is going on at PSI; and prepare PSI researchers to effectively work with the media and engage the public.
- Produce the Annual Report.
- Produce and publish relevant materials on PSI's website.
- Other projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent interviewing, writing, and editing skills to present researchers' work to the public in clear, concise, non-jargon language.
- Ability to effectively communicate science results in social media.
- Ability to extract and present statistical information on media and social media impact of PSI activities and outreach products.
- Skilled in shooting and editing digital photography.
- Videography skills, including scripting, storyboarding, editing and interviews, obtaining relevant free-use images and video, for videos promoting PSI and the work of our scientist and educators; on-camera experience.
- Strong interpersonal, communication, planning and organizational skills.
- Self-motivated and able to handle multiple tasks.
- Project a positive and professional image to the public.
- Good management skills.
- Skilled in Adobe, Microsoft, MailChimp, Canva, Buffer applications.
- Enjoys and has the ability to develop innovative ideas and strategies to better tell the world about PSI and the great work of our scientists and educators.
- Proficiency with Associated Press style.

MINIMUM QUALIFICATIONS:

Bachelor's Degree or equivalent advanced learning. Minimum of five years of relevant professional experience in space or science communications plus one year of managerial experience, or an equivalent combination of education and work experience. Public relations experience is also helpful. Flexible hours to represent PSI at various community and Institute events. Enjoys engaging people of diverse and wide-ranging backgrounds and personalities.

ESSENTIAL PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS OF THE JOB (reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions):

- Mobility: frequent use of keyboard, sitting for long periods of time.
- Vision: use of overall vision, frequent reading, and use of computer screen.
- Dexterity: typing skills, writing, repetitive motion.
- Hearing/Talking: frequent listening and speaking, in person and on the phone.
- Emotional/Psychological: decision making and concentration, working with fine details with scientists, the media and public, frequent coworker contact with attention to detail. Multitasking.
- Some night and weekend hours required as needed.

To apply for the position:

If you are interested in applying for this position, have the required skills, and you meet the minimum qualifications, please submit the following documents to apply@psi.edu:

- A cover letter that addresses your interest and qualifications for this position.
- Resume
- Completed Application and Voluntary Self-Identification form (can be found on www.psi.edu or by sending a request to apply@psi.edu).

Planetary Science Institute, Human Resources
 1700 E. Ft. Lowell Rd., Suite 106
 Tucson, AZ 85719

Email: hr@psi.edu

PSI is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.