**Science Communications and Content Manager** at the California Council on Science and Technology (CCST)

Sacramento, CA

The California Council on Science & Technology (CCST) is a non-partisan, nonprofit organization established via the California State Legislature in 1988. Its goal is to connect leading experts in science and technology with state policymakers. As a trusted advisor, CCST strengthens and informs California policy with scientific knowledge and innovation across technology, physical sciences, life sciences, and social sciences. This helps improve the lives of Californians, ensures the state remains a leader in technology and innovation, and guides global progress towards a healthy economy, society, and environment.

CCST provides independent science advising to help policymakers craft policies that benefit all Californians, including those who are underserved and underrepresented. We synthesize and communicate policy-relevant science through expert briefings, workshops, peer reviewed reports, and our other science services. Our Science Fellows program selects scientists and engineers for a year of leadership training and government service in the California Capitol, supporting informed decision-making in a rapidly changing world.

CCST’s core values of service, independence, and partnership are rooted in commitments to diversity, equity, and inclusion:

* **Service:**We aim to apply science and technology to public policies that benefit all Californians.
* **Independence:**As a nonpartisan entity, CCST operates free from influence by those with a stake in policy outcomes.
* **Partnership:**We collaborate with academic, research, governmental, philanthropic, and other communities to leverage diverse expertise and perspectives.

Our team is **collaborative and inclusive.** We believe more minds, with different perspectives and lived experiences, lead to greater impact. We are **entrepreneurial**and pursue opportunities that meet the greatest needs. **Agile, flexible,**and **responsive,**we thrive in the rapidly changing landscape in which we operate. We have a **growth mindset**and are continuously improving our approach. **We care**about each other as people.

**Job Overview**

The Science Communications and Content Manager contributes to the design and implementation of CCST’s communications and leads development of strategic and creative content to explain, promote, and advance CCST’s programs, including publications, briefings, the Science and Technology Policy Fellowship, and more. Under the supervision of the Director of Communications, they work closely with staff at all levels to provide strategic and tactical support, including the delivery and facilitation of science advice, distribution of public information and marketing, and stakeholder engagement. They play a lead role in managing and innovating on CCST’s brand, creating brand guidelines and ensuring the adherence to those guidelines for CCST’s products. “Making California’s policies stronger with science and technology” is CCST’s mission, and the Science Communications and Content Manager plays a critical role in fulfilling this mission. Their work not only supports an exciting boundary organization working at the interface of cutting-edge science and public policy—but it does so in service to Californians, and all that the Golden State generates through innovation and leadership to our nation and beyond.

Success in this position requires rapid and efficient adaptability to changing circumstances, demonstration of initiative, challenges to the status quo, and comfort in discussing innovative ideas or changes to existing processes for effective implementation. The incumbent must be a team player, skilled communicator, hard worker, and express an eagerness to learn and grow with the organization.

**Reporting Relationships**

This position reports directly to the Director of Communications and collaborates closely with the leadership team, CCST staff, and other CCST stakeholders.

**Responsibilities**

**Key Responsibilities**

**40%** Organizational Communications

* Contribute to the design and implementation of CCST’s communications strategy and lead development of creative content — for print, web, social media, and more — to explain, promote, and advance CCST’s programs and related events
* Attend Science Services team and project meetings as needed to be informed of ongoing projects, develop communications campaigns, and track media to identify relevant opportunities to promote CCST’s work
* Develop and share communications timelines, objectives, and expectations with teams to ensure buy-in and effective engagement
* Research, write, and edit news releases, reports, and informational material for programs, publications, and events, including overseeing graphic design
* Develop, execute, and evaluate annual communications plans to support recruitment for and promotion of the CCST Science & Technology Policy Fellowship in close partnership with the Fellows Program Manager
* Update and ensure adherence to brand guidelines in CCST’s work and content, including for the CCST Science & Technology Policy Fellowship

40% Digital Communications

* Manage CCST’s website, designing content in alignment with CCST’s communications goals and strategies and ensuring the timeliness and accessibility of content
* Manage CCST’s social media calendar, presence, and strategy, developing plans to promote CCST’s work, and incorporating analytics and metrics to inform and recommend changes to the strategy
* Manage CCST’s monthly Spotlight Newsletter, aligning content with the organization’s communications strategy and active campaigns to promote programmatic outputs and CCST’s visibility, with clear timelines and opportunities for engagement from leadership and team
* Manage and assist the development of additional newsletters to reach target audiences, ensuring alignment with CCST’s communications plan and brand
* Manage CCST’s email marketing platform to reach our key and diverse audiences, designing effective emails, assessing analytics to determine performance, and recommending changes to strategy, as informed by key metrics
* Develop strategies to grow and engage contact lists, assessing effectiveness
* Manage and cultivate organizational blog posts, including the regular Fellows blog and additional blogs from Board, staff, alumni, and others
* Manage the development of CCST’s Annual Report, geared toward showcasing the impact of CCST’s programs
* Identify opportunities to expand and creatively evolve CCST’s digital engagement through innovation and experimentation
* Support fundraising campaigns as needed, in collaboration with the Director of Development
* Manage and design CCST’s video content on YouTube, identifying opportunities to use video to promote and explain the organization and programmatic outputs

**20%** Media Engagement andAdditional Communications

* With the Science Services team, manage planning and execution of media rollout strategies for CCST reports, drafting media press releases and pitches for studies and assisting in the development of one-pagers
* Work closely with media and communications/government affairs teams at partner institutions in collaboration with the Director of Communications
* Manage vendor relations for products/services to promote CCST’s work
* Work closely with leadership such as the CEO, Deputy Director, Director of Development, and board members to lead project management for strategic organizational priorities, such as strategic planning
* Support communications with partners and collaborators via development of outreach materials
* Serve as a public spokesperson for CCST
* Assist with capturing attendee and stakeholder feedback via surveys
* Support the advancement of CCST’s strategic communications objectives
* Initiate and oversee internal review order of communications materials drafts
* Identify opportunities to highlight past CCST products, including reports and briefings

**Preferred Qualifications:**

* Minimum five years professional experience in communications, carrying out duties similar to the above. Highly qualified candidates will additionally have a background in science and a total of 6 or more years of professional experience, including a background in scientific research, or communications at university, NGO, scientific society, philanthropic foundation, government agency, legislative/congressional settings.
* Bachelor’s degree required. Highly qualified candidates will have a graduate degree in communications, science, journalism, political science, government, international relations, or a related field.
* Experience working in science or with scientific institutions, and demonstrated ability to communicate technical, controversial concepts; with understanding of peer review and other scientific/academic standards.
* Excellent writing under tight deadlines and quick-response situations, for a variety of audiences.
* Excellent political savvy, cultural sensitivity, and situational awareness. Highly qualified candidates will have experience working in the legislature, congressional offices, with senior government officials, or with philanthropic leaders.
* Excellent interpersonal skills, with ability to work as a team member within an established office structure, engage effectively with senior leaders and stakeholders, and coordinate with outside offices.
* A strong sense of accountability, including commitment to organizing, prioritizing, and planning work activities according to established timelines and schedules, and the ability to anticipate issues in accomplishing work and communicating in advance to affected parties. Ability to use sound judgement in responding to issues and concerns.
* Enthusiasm for strategic development and flexibility for an evolving mission.
* Self-starter.
* Sharp attention to detail with an extraordinary ability to multitask.
* Strong project management, organization, and problem solving skills.

**Desired Skills and Experience**

* PhD in a STEM-related discipline.
* Prior experience in public policy including working closely with government entities.
* Prior experience serving in a not-for-profit organization.
* Prior experience working with research institutions.
* Experience with Adobe Creative Cloud (InDesign, Illustrator, Photoshop), WordPress, email marketing platforms, Google Suite, YouTube, Facebook, Twitter, and LinkedIn.
* Experience with Salesforce and survey tools such as Google Forms or FormAssembly.
* Demonstrated experience in graphic design, web administration, photography, digital video, creative direction, and web publishing, and experience working with professional vendors.

**Salary Range**

$75,000 - $100,000

**Benefits**

* Competitive salary and 403b match
* Medical, dental, and vision insurance options
* Three weeks of paid vacation for new employees
* Three volunteer service days annually
* Flex Spending accounts for health, dependent care, parking, and transit
* Professional development support: individual support and quarterly team-based professional development engagements
* $20/month stipend for phone/internet
* Snack-filled kitchen (mostly healthy, all very tasty)
* Huge nonprofit vision (we need you to build the future and do meaningful work every day that motivates you)

I acknowledge receipt and understanding of my job description as described above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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