COMMUNICATIONS ASSOCIATE

Position Announcement
The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of communications associate. The successful applicant will write/produce, edit, and curate content such as feature stories, event coverage, blogs, case studies, photography, and more for the Institute’s website and email newsletters. The communications associate will develop a social media strategy and launch social networks for the Buffett Institute. The position will work closely with the director of communications to support the Institute’s comprehensive communications plan and public education initiatives.

Buffett Early Childhood Institute Profile
Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation.

The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them. Applicants should note that the goals of the Institute are university- and state-wide, but that the Institute’s administrative home is at the University of Nebraska at Omaha. This position will work primarily out of the Omaha office but may have additional university-wide responsibilities.

Job Responsibilities
Writing and Content Generation (50%)
- Identify story/content ideas and execute for various mediums. Includes writing feature stories, event coverage, blogs, case studies, white papers, Q&As, social media posts, etc.
- Edit Institute reports, publications, and other public education materials.
- Research and write literature reviews and research briefs on early childhood topics.

Social Media (35%)
- Work with the director of communications to develop social media strategy and launch social networks for the Buffett Early Childhood Institute.
- Manage Buffett Institute social networks daily. Curate/create and post content. Respond to users, engage with priority audiences, and monitor industry online communities.
- Monitor social media analytics and ROI. Analyze effectiveness of campaigns and adjust strategy when needed.
- Oversee design/visual elements of social sites.
**Communications Support (15%)**

- Shoot photography or video of events as needed. Use basic editing software to format for various platforms.
- Assist with creating and editing PowerPoint presentations for the executive director and other staff.
- Assist with proofreading copy for the Institute’s website, email newsletters, collateral material, and other pieces.
- Assist with maintenance of Institute database of contacts.
- Build and sustain positive relationships with various groups, including the NU campuses, partner organizations, early childhood communities, and Institute staff.
- Assume other duties as assigned.

**Minimum Qualifications:**

- A Bachelor’s degree and five years of demonstrated success in a similar role.
- Excellent written and verbal communication skills.
- Experience executing strategic social media campaigns. Familiarity with search engine optimization and digital analytics.
- Excellent organization skills with the ability to effectively manage multiple projects and tasks simultaneously.
- Ability to work collaboratively with partner groups and organizations.
- Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Familiarity with Adobe Creative Suite programs and content management software.
- Design, video, and/or photography skills a plus.

**How to Apply**

Application review begins immediately and continues until position is filled. Applications processed through the on-line job posting at [https://careers.nebraska.edu](https://careers.nebraska.edu). Follow instructions to complete the Applicant Profile. Along with the application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu.