



POSITION: Communications Fellow

LOCATION: Montpelier, VT

JOB SUMMARY

The communications fellow supports the implementation of RAP's multi-faceted communications program to deliver the best electric power sector policy and practice information in the United States, Europe, China, and India. The communications fellow will work 50 percent of the time in support of our U.S. program. The other 50 percent of his/her time will be split between supporting our other regional programs and providing core communications support. The fellow will work with our communications team on all aspects of our communications efforts, including publications, social media, presentations, and similar activities.

This is a two-year position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support implementation of RAP's communications program, including:
 - Maintain RAP's web presence, including posting materials to the site, liaising with contractor, identifying and addressing problems, and proactively seeking opportunities to improve the website.
 - Develop new social media content, support staff in their use of social media, and identify new venues and mediums for sharing RAP's work.
 - Produce and distribute RAP's email newsletters in collaboration with appropriate communication team members.
 - Bring new ideas and approaches for delivering our messages to key audiences.
- Support staff in their use of RAP's tools, including CRM, SharePoint, Microsoft Office tools, RAP templates, GoToMeeting, and similar systems.
- Maintain CRM, including updating distribution lists, training staff on its use, and troubleshooting with the vendor.
- Project manage and coordinate RAP communications and publications planning to develop and follow timelines, facilitate review, and plan production to ensure timely completion in accordance with grant and project deadlines.
- Facilitate effective internal communications including use of intranet, internal newsletter, and other tools as appropriate.

MINIMUM QUALIFICATIONS

The communications fellow will possess, at a minimum, the following skills and qualifications:

- **Education:** A bachelor's degree in English, communications, environmental studies, public policy, or a related field.
- **Experience:** At least two years of relevant work experience and demonstrated communications experience. Demonstrated knowledge of and interest in one or more of the following areas: energy, climate, environmental studies, or public policy.
- **Project management:** Experience advancing multiple projects that involve complex issues, various stakeholders, and deadlines to a successful completion.
- **Planning and organizing:** High attention to detail and organization, and experience supporting others. Ability to anticipate problems, opportunities, and needs of the team and develop results-oriented solutions. Ability to prioritize activities, use time efficiently, and manage a variety of responsibilities and multiple tasks while allocating time to planning.
- **Collaboration:** A demonstrated ability to work effectively in teams and to assert initiative and leadership when appropriate. Ability to adapt and learn from others. Ability to establish productive, cooperative relationships across the organization; respond to others' needs and priorities in a timely way; resolve conflicts constructively; and anticipate and address potential conflicts.
- **Oral and written communication:** Ability to present information clearly and succinctly in conversation and in writing.
- **Flexibility:** Ability to cope skillfully with unexpected events and regroup when faced with disruptions to infrastructure or strategy, to adapt style of communication to suit the audience, and to support change efforts.
- **Technical skills:** A minimum of intermediate skill level using Word, Excel, PowerPoint, and Outlook. Experience using social media to share key messages or advance a cause.

OTHER DESIRABLE SKILLS AND ATTRIBUTES

- Familiarity with Associated Press (AP) writing style and the American Psychological Association's (APA) citation style.
- Experience in publications, journals, newspaper industry, digital communications, or similar environments.

- Experience with Adobe InDesign, SharePoint, WordPress, and video production for social media.
- Foreign language skills, particularly German, French, Polish, or Mandarin.

EXCELLENCE IN THIS POSITION

A picture of what excellence in this position looks like, including individual components, results, and impact on the organization:

- Individual supports RAP's communication efforts effectively and appropriately, fostering development of effective publications, social media, and other forms of outreach.
- Website is well-organized and up to date, and provides for a positive user experience.
- Problem-solving is proactive; the individual seeks out opportunities to improve the efficiency and effectiveness of publications and other communication materials. Individual is responsive to requests and can anticipate needs.
- Individual has productive relationships with members of the communications team and others across the organization.

WORKING CONDITIONS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be willing and able to travel occasionally by car and plane.
- Able to work at a computer for long periods of time.
- Project timelines and work volume/deadlines may often require more than 40 hours per week to complete essential duties of this job.
- Full time, including early mornings, evenings, and weekends as needed.

SUPERVISORY RESPONSIBILITIES

No employee supervision, but supervision of contractors may be needed.

REPORTS TO

Communications Director