



## **JOB DESCRIPTION**

### **Position Title: Contract Media Relations Associate**

The nonprofit Los Alamos National Laboratory (LANL) Foundation in Española seeks a contract Media Relations Associate for approximately 14–20 hours per week to support the Communications Director in cultivating the image of the LANL Foundation and increasing awareness of programs and work in education.

#### ***Responsibilities:***

- Prepare media and campaign strategies with Communications Director
- Write and distribute press releases and news reports
- Conduct onsite interviews with teachers, students, families, grant recipients, and other partners to tell stories that reflect the impact of LANL Foundation work throughout seven Northern New Mexico counties
- Write and coordinate effective social media messaging with images/graphics, build following
- Monitor media coverage
- Update and maintain website content using a content management system
- Edit organizational publications for internal and external audiences, including but not limited to e-newsletters, reports, grants, marketing collateral, and advertisements
- Prepare digital presentations
- Promote, support and cover LANL Foundation events, occasionally working evenings and weekends
- Additional communications-related tasks as assigned

#### ***Requirements:***

- Bachelor's degree in journalism, PR, marketing or related field
- Background and work experience with diverse content creation
- Excellent verbal and written communication and project management skills
- Ability to work well under pressure and meet tight deadlines
- Quick thinking and accurate
- Inquisitive, research-based mindset
- Collaborative, creative, approachable, kind
- Enthusiastic learner
- Ability to communicate with, work across, and celebrate diverse cultures and audiences
- Proficiency in Microsoft Office software (Word, Powerpoint, Excel)
- Basic knowledge of Adobe CC software and photography experience a plus
- Nonprofit experience beneficial

#### **To Apply:**

Send letter of interest, résumé, hourly rate and sample press release/published clip, pitched/placed story, and interview-based article by March 15, 2019 to [jobs@lanlfoundation.org](mailto:jobs@lanlfoundation.org) including "Media Relations Associate" in the subject line.

For more information about the LANL Foundation and its programs that strengthen education in Northern New Mexico, visit [www.lanlfoundation.org](http://www.lanlfoundation.org) and [www.facebook.com/LANL.Foundation](https://www.facebook.com/LANL.Foundation).