



Communication Specialist

Archbold is a world-class ecological field station located on over 20,000 acres in the Headwaters of the Everglades. Archbold's mission is to build and share the scientific knowledge needed to protect the life, lands, and waters of Florida and beyond. With seven in-house ecological research programs, Archbold science is deeply trusted and critical for conservation of species and natural systems in Florida.

We are seeking an enthusiastic and talented communication professional to join our Advancement team. This person should have demonstrated success in strategic communication, media relations, and social media management as well as a general understanding of ecological, agricultural, and environmental conservation issues in Florida, or eagerness and ability to learn.

This person will:

- Implement a new strategic communication plan to align with organizational goals.
- Manage day-to-day communications (including social media, newsletters, and newspaper articles) and maintain an organized editorial calendar.
- Develop and update printed promotional materials.
- Work with Program Directors and Engagement Manager to find science stories to elevate.
- Use effective storytelling tactics to communicate ecological research findings into relatable, impactful messages for diverse audiences.
- Coordinate with Engagement Manager to produce fundraising appeal letters.
- Maintain key media relationships and develop press releases to ensure coverage of Archbold announcements.
- Manage monthly online newsletter.
- Assist in completing website updates.
- Assist with special events as needed.

The Communication Specialist will work as part of a growing three-person team, including the Director of Advancement and the Engagement Manager. This team is responsible for fulfilling development and communication functions in innovative ways to engage target audiences to take actions aligned with organizational goals. This person must be a highly motivated team player.

Minimum Qualifications

- Bachelor's degree or higher in a relevant field such as mass communication, journalism, graphic design, or marketing.
- Strong writing and editing skills.
- Print design skills are a must, using platforms like Canva or InDesign. Online design skills are a bonus.
- Proven experience with media relations and social media management.

Preferred Qualifications

- Experience with interpretive or information design to help deliver complex science information in impactful ways that foster understanding.
- Interest in connections among science, conservation, agriculture, and land management.
- The ability to create engaging layouts for print products and coordinate with vendors for production.



Application Information:

This is a full-time position with competitive benefits and a starting salary of \$45,000 based on qualifications. Archbold Expeditions, Inc. is an equal opportunity employer. Ability to work from Venus (Highlands County) headquarters preferred; location can be flexible for the right candidate.

To apply please send the following documents as PDF files to twarrick@archbold-station.org

- Cover letter highlighting your interest in and qualifications for this position.
- Resume or equivalent.
- Portfolio of past work products

Archbold Expeditions is committed to integrating diversity, equity, and inclusion principles into our organization. Archbold does not discriminate on the basis of race, gender identity, sex, sexual orientation, marital status, age, ability, ethnicity, political ideology, religion, national origin, and all other classifications protected by federal, state, or local law.

Archbold Expeditions is an equal opportunity employer and encourages applications from members of underrepresented groups.

Anonymous demographic survey:

We ask all applicants to fill out this anonymous survey to help us track long-term trends in the demographics of applicants. Your responses will not be associated with your application or shared with hiring managers.

- Questions include those about race, age, ability, education, gender, and sexual identity
- All questions are optional.
- The survey is confidential. None of the information will be shared.
- These data are aggregated annually by Human Resources.

This position is open until filled.