

## **Writing Assistant**

### **General Description:**

Under minimal supervision, support ME EPSCoR's Communications office through the creation of written articles, website posts, and social media posts, in addition to other journalism/communications related activities (such as photography, videography, graphic design, copyediting, etc.). Additional tasks are normally accomplished within well-defined procedures, but with independent creativity and judgment required, and frequent non-routine responsibilities.

### **Specific Job Duties:**

- Create high-quality written content.
- Photograph Maine EPSCoR research and education projects, events, and activities.
- Maintain and manage media content files (photo, film, graphics, PowerPoint, etc.)
- Maintain and manage Maine EPSCoR production equipment.
- Provide media content as applicable for the Maine EPSCoR website and social networking sites.
- Assist as needed in the development of other communication materials such as brochures, posters, other printed materials, PowerPoint presentations, etc.
- Assist with media, communication, and presentation needs for conferences, workshops, activities, events, etc.
- Other reasonable duties as needed.

### **Qualifications:**

The position requires excellent written and verbal communication skills, a demonstrated high level of creative ability, dependability, and independent judgment and initiative. (Undergraduate or graduate student position.)