



Communications and Policy Specialist
Marine Debris Division
NOAA Office of Response and Restoration
Silver Spring, MD

I.M. Systems Group (www.imsug.com), a contractor to the National Oceanic and Atmospheric Administration in Silver Spring, MD, seeks an individual to serve as a full time Communications and Policy Specialist to coordinate and promote the Marine Debris Division's activities. This individual will work with the National Oceanic and Atmospheric Administration's (NOAA) Office of Response and Restoration's (ORR - <http://response.restoration.noaa.gov/>) Marine Debris Division (MDD - <http://marinedebris.noaa.gov/>). The position will be located at the ORR headquarters in Silver Spring, Maryland.

The candidate will serve as a Communications and Policy Specialist for marine debris-related matters, supporting activities under the NOAA Marine Debris Division. This position will establish and coordinate a proactive communications strategy that builds awareness of the Marine Debris Division's core capabilities and projects. Duties will also focus on program coordination and development through media relations, outreach materials, developing web based content and providing updates to social media. Domestic travel may be required.

Job Duties:

- Develop and disseminate print and online outreach materials such as brochures, fact sheets, reports, project summaries and news stories.
- Draft presentations and speeches for the Marine Debris Division leadership and prepare briefing packets and press releases as needed.
- Assist with maintenance and content development support for the website and affiliated web products including social media tools and blogs.
- Respond to and coordinate media inquiries and events as needed.
- Build and maintain relationships and effective communications within NOAA and with other government agencies, private groups and not-for-profit organizations to leverage information and identify opportunities for collaboration.
- Provide clear and concise responses to information requested from NOAA, the Administration, Congress and external partners.
- Assist with legislative briefings.
- Fulfill timely communications-related requests from the Marine Debris Division Chief.
- Present information about the Marine Debris Division at conferences and meetings, and outreach events as needed.
- Work with field staff to identify and support local communications needs.
- Synthesize information and copy edit materials.

Qualifications:

- Master's degree or Bachelor's degree with several years experience in a communications/outreach capacity. Legislative experience preferred.
- Excellent written and oral communications skills.
- Familiarity with a variety of communication strategies and methods such as developing written materials/briefings, press releases, website development, brochure development, layouts, etc.
- Experience translating scientific information for public consumption and copy editing documents.
- Ability to work collaboratively with a wide range of individuals and within teams.
- Ability to work on multiple projects, be responsive to deadlines, and shift priorities as needed.

To Apply:

Please submit your resume and a cover letter in word format to jobs@imsug.com with the following subject heading: **NOA1516 Communications and Policy Specialist**. Along with your resume submission please include references and writing samples.

IMSG offers an outstanding overall Benefit Package including company paid leave, medical, dental, vision, 401K, and U.S. working visa (H1B) and permanent residence (Green Card) application support.

IMSG is an Equal Opportunity Employer and Veteran Friendly.