**NZASE Science Communicator – position description**

The New Zealand Association of Science Educators (NZASE) is seeking a Science Communicator to join its team. The Science Communicator will create, source, edit and proofread materials for the NZASE websites and regular newsletters to members. The Science Communicator will report to the President NZASE and maintain good working relationships with other members of the Association’s Executive. This position offers a flexible schedule and high degree of autonomous operation is required.

The Science Communicator will:

* Create, source, edit and proofread materials for the NZASE websites and regular newsletters/communications to members.
* Manage ongoing aspects of our website, updating content as required on a regular basis.
* Monitor media coverage and maintain/develop good relationships with stakeholders at all levels.
* Source advertising for newsletter.
* Maintain social media accounts.
* Provide the Executive with progress reports and updates as required.
* Work independently and proactively to meet deadlines.
* Work in conjunction with the Executive, Administrator and Web Manager to meet these aims.
* Attend meetings as required.
* Other tasks may be negotiated.

Our ideal candidate will:

* Have strong writing ability, attention to detail and exceptional proof-reading skills.
* Be able to engage with stakeholders at all levels across the sector.
* Have past experience communicating with organisations.
* Be a fast learner and able to implement new processes as we revitalise the Associations websites.
* Have strong IT skills, as we update and strengthen our web presence.
* Graphic design skills would be an advantage.
* Be able to work autonomously.

Please send your cv and cover letter to Donna Sellers nzase@xtra.co.nz

By 23 November 2018