

**Communications Specialist**  
**NOAA's Office of Ocean and Coastal Resource Management**

OCRM is seeking to fill a contract position through JHT, Inc., for a Communications Specialist. Responsibilities: (These responsibilities will be undertaken in coordination with the OCRM Communications Team)

- Develop and implement strategies for raising the visibility and improving the understanding of the issues-based mission of OCRM -- e.g., Coastal Zone Management Act Reauthorization; Marine Protected Areas; and Coral Reef Conservation -- with a variety of audiences, including NOS and NOAA leadership, Capitol Hill, media (through NOAA Public Affairs), state and federal partners, and other stakeholders.
- Coordinate OCRM Communications Team and advise OCRM leadership on communications strategies and tactics for a variety of audiences, including NOAA leadership, Capitol Hill, and media.
- Represent OCRM communications interests to NOS and NOAA communications officials and public affairs and coordinate collection and distribution of weekly reports, OCRM outreach materials and constituent database information.
- Provide communications support to OCRM divisions and program offices and assist with the coordination of graphic design projects.
- Prepare, edit and distribute substantive official OCRM documents, including strategic plans and biennial reports to Congress.
- Provide communications support for national programs and events such as the annual program managers meeting and Capitol Hill Oceans Week (CHOW).
- Serve as managing editor for OCRM Web site and coordinate with OCRM Web Editorial Board to maintain site.

Required abilities and skills:

- Strategic communication planning skills and experience.
- Excellent written and oral communications skills, including editing.
- Ability to work on multiple projects and shift priorities as needed.
- Ability to work well individually and cooperatively with a wide range of individuals and within teams representing different constituencies.
- Ability to communicate with a variety of audiences, including constituent groups, the media, federal and state agencies.
- Work effectively with graphic and Web designers to achieve strategic communications goals.
- Organizational skills and attention to detail.

Education and Experience:

- Required: Bachelor's degree in communications or a related field with a minimum of three years experience in a communications position in a complex organization.
- Preferred: Master's degree with five years experience in communications or a related field, especially in a government agency with marine science responsibilities.

**Please send any general queries and/or submit resumes, letters of interest to:**

**[Resumes@jht.com](mailto:Resumes@jht.com)**