

University of Delaware  
Northeast Extension Risk Management Education Center  
Communications Associate Position  
Part-time, Non-Benefitted Miscellaneous Wage

**Position Title:** Communications Associate

**Hours:** Up to 25 hours/week, based on business needs, between the hours of 8:30 a.m. – 4:30 p.m. Monday - Friday

**Supervisor:** Director, Northeast Extension Risk Management Education Center

**Context of Job:** Under the general direction of the Center Director for the Northeast Extension Risk Management Education Center (NERME), the Communications Associate is responsible for providing support for NERME related programming at the University of Delaware. The NERME Center is part of the College of Agriculture and Natural Resources' Applied Economics and Statistics department. This part-time, miscellaneous wage position is ineligible for University of Delaware employee benefits.

**Major Responsibilities:**

- Maintain the Northeast Center's website
- Promote the NERME Center and its impacts through social media and other outlets
- Assist with developing and editing NERME promotional materials and reports
- Assist in the development and distribution of RFAs for competitive grants administered by the Northeast Center, as part of the national ERME Competitive Grants Program
- Review and process funded project's progress reports
- Assist with planning and conducting regional and national meetings (including out-of-state travel)
- Interface and collaborate with colleagues at the other four ERME Centers
- Complete special projects as requested by NERME Center Director or Program Coordinator, including technical writing and program assessment

**Qualifications:**

- Bachelor's degree preferred
- Excellent written and verbal communication skills
- Excellent editing skills
- High level of knowledge using WordPress
- Intermediate knowledge using Adobe software, Microsoft Office (Word, Excel, PowerPoint), and Google Apps
- Skills in independent judgment to plan, prioritize and organize a diversified workload with attention to detail
- Availability to travel out-of-state, and work occasional evenings

For more information about the position please contact Laurie Wolinski, Director, Northeast Extension Risk Management Education Center – [lgw@udel.edu](mailto:lgw@udel.edu).

**TO APPLY:** If you are interested in this role, please send a copy of your resume and cover letter to Laurie Wolinski via email at [lgw@udel.edu](mailto:lgw@udel.edu).

*Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>*