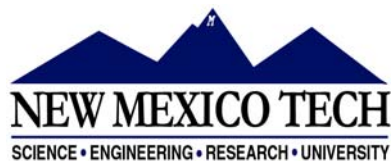


**Posted:** February 26, 2019



## **POSITION ANNOUNCEMENT**

**TITLE:** COORDINATOR/ MARKETING & PUBLICATIONS

**DEPT:** TECHNOLOGY TRANSFER

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$41,211-\$61,817

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH March 6, 2019\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB DUTIES:**

Under limited supervision, coordinates and directly supports various marketing and outreach projects/ activities of the U.S. Airforce Research Laboratory (AFRL) through the NMT Technology Transfer Collaborative Office. This position will work alongside the AFRL Marketing & Publicity team to coordinate internal and external communications in support of the tech transfer and outreach missions of the lab. The incumbent will be responsible for social media management, as well as other enterprise communications, marketing, and publicity efforts. Specifically, they will coordinate the planning and carrying out of video graphic, graphic design/layout, and other multimedia activities and assignments. As part of an integrated team they will participate in the design and implementation of strategic communications projects and events. Such projects include comprehensive graphic design projects, social media site maintenance, technical writing assignments, presentation development, event coordination, and other related activities.

\*This position is based in Albuquerque, New Mexico on Kirtland Airforce Base (KAFB).

### **REQUIRED QUALIFICATIONS:**

Bachelor's degree required; area of study any. Ability to obtain and maintain a Department of Defense (DoD) security clearance required. Strong interpersonal and communication skills and the ability to work efficiently with a wide range of constituencies in a diverse community required. Ability to create, compose, and edit written materials required. Knowledge of and experience with creative software including Adobe Photoshop, Adobe InDesign, Adobe Illustrator, and Adobe After Effects required. Ability to set up and operate audio and/or video recording equipment required. Video production and editing skills required. Ability to create digital and social media campaigns, particularly those focused on the public, community engagement, and regional/ national partnership required. Knowledge of social media trends and analytics required. Ability to plan, organize and coordinate media activities and special events required. Skill in the use of personal computers and related software applications required. Knowledge of printing procedures and requirements desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 034, Socorro, NM 87801-4796