

# Project *Apis m.*

## Communications Manager

### Job Posting

Honey bees help ensure the supply of diverse and affordable food such as fruits, vegetables, and nuts through essential pollination services. Project *Apis m.* (PAm) is the go-to organization at the interface of research, honey bees, and agriculture. Since 2006, we have funded over \$10 million in honey bee research and \$2.9 million in forage programs. We are a 501(c)5 nonprofit organization operating remotely. We offer a collaborative, accountable, efficient, and flexible workplace. Join us and help make the lives of honey bees and crop producers brighter!

[www.ProjectApism.org](http://www.ProjectApism.org)

### **Diversity, Equity, and Inclusion (DEI) Statement**

Project *Apis m.* is committed to creating a purposeful and intentional virtual workspace for all employees and constituents. We are committed to the following values and statements:

- **Inclusivity:** We welcome all by being nondiscriminatory, nonpartisan, and accessible.
- **Learning:** We keep an active open mind and demonstrate a willingness to explore new experiences and concepts. We seek first to understand and then to be understood.
- **Community:** We build a community that values people over things and supports our employees, board members, contractors, donors, and constituents.
- **Integrity:** We are accountable and strive to be truthful and transparent as we respectfully serve our community.
- **Humility:** We recognize and celebrate the wealth of knowledge in our community and seek solutions that work for everyone, while understanding our limited capacity and the importance of reflection.

### **Position Summary**

PAm's Communications Manager specifically supports and promotes our California-based Climate-Smart Habitat program and the Seeds for Bees program as well as PAm generally. This position works with the PAm team to ensure excellent communication both internally and externally with PAm staff, board of directors, partner organizations, almond growers, beekeepers, other habitat participants, supporters, cause marketers, and other stakeholders.

The communications manager is responsible for providing data summaries and content for PAm's annual report, program-specific impact reports, articles, press releases, print materials, presentation materials, and social media. The communications manager also helps maintain various outward-facing platforms including websites. Content creation may involve conducting in person, phone, or virtual, interviews, documentation of field-research, habitat participants, and events.

Ideal candidates will be familiar with California agriculture or common agricultural practices and be able to work both independently and as part of a team. Professionalism, organization, comprehension and synthesis of information, and clear communication are paramount to this position.

**Primary Responsibilities:**

- Create content and edit technical copy for quarterly Cover Crop Chronicle, Climate Smart Habitat Grant, and the PAm eNewsletter, including conducting interviews and creating articles.
- Support communications and outreach for Seeds for Bees and the Climate-Smart Habitat Grant including staffing events, arranging advertising, producing printed materials and other promotion of the programs.
- Support habitat managers through production of technical printed, and online program materials, including participant surveys and applications, guides and specification materials.
- Summarize and publicize initiatives and outcomes of PAm’s research and forage programs.
- Work closely with habitat managers to produce Seeds for Bees and Climate-Smart impact reports and other reporting materials as required.
- Create, collect, manage, and distribute social media content and collaborate with other staff as needed.
- Provide reports regarding social media and website engagement in collaboration with PAm team.
- Assist with Cause Marketing relationships including reporting and providing content when needed.
- Other administrative tasks and communications as assigned by supervisor
- Manage communications related inquiries and requests for the Seeds for Bees and Climate Smart Habitat program.
- Ability to work independently in a remote work setting while coordinating with the PAm team including attending and contributing to regularly scheduled staff meetings.

**Desired Qualifications**

Knowledge of, or experience with, California agriculture, regenerative agriculture and/or sustainability practices.

Demonstrated ability to write press releases, articles, and clear communication skills.

Experience building and maintaining websites.

Experience with social media management across multiple platforms.

Experience with document design and publishing.

Experience with collateral copy writing, design, and procurement.

Familiar with website performance analytics, google analytics, and google ads.

**Location/Travel Requirements**

Project *Apis m.* operates remotely. This role is based in California, and some travel is required (local, regional, and national).

**Function as Part of the Project *Apis m.* Team**

- Represent the trusted reputation of PAm in all interactions with stakeholders at every level
- Remain current with PAm policies and procedures
- Offer ideas for improvement or change in all operational areas
- Attend and participate in PAm staff meetings and other meetings as necessary.
- Actively improve and maintain literacy in science, bees, agriculture, sustainability and climate, supply chain.

The communications manager is a full-time non-exempt position reporting to the executive director, and will focus 50% on Climate Smart Habitat and Seeds for Bees and 50% on Project *Apis m.* research program.

**Annual Salary range:** \$50,000-\$55,000

**Benefits**

- 100% health insurance premium covered for employee, dependents may be added at employee's cost
- a 401K account matched up to 6%
- paid holidays, vacation, and sick time

To apply please email a cover letter, resume and three references in one pdf to our operations director at [patty@projectapism.org](mailto:patty@projectapism.org) No calls please. The position is open until filled.

Organizational Websites: [projectapism.org](http://projectapism.org) and [beehealthcollective.org](http://beehealthcollective.org)