

## **PICES Communications Officer**

PICES is seeking someone who is passionate about science communication and has experience with a variety of media and science communications, to join the Secretariat staff as our part-time Communications Officer.

PICES is an international scientific organization, established by an inter-governmental Convention in 1992. PICES promotes and coordinates marine science through the collection and exchange of information and data on the North Pacific Ocean and advances scientific knowledge about the ocean environment, global weather and climate change, living resources and their ecosystems, and the impacts of human activities. The governments of Canada, China, Japan, Korea, Russia, and the United States are the Parties to the Convention. The Organization consists of the Governing Council and Science Board, as well as the Finance and Administration Committee, permanent Scientific and Technical Committees, and ad hoc expert groups established by the Council, which meet at least once a year at the Annual Meeting. The Annual Meeting usually rotates among the Contracting Parties. PICES also convenes and co-sponsors other international Symposia, typically one per year. English is the official language of the Organization.

At a minimum, the successful candidate will have:

- Experience in writing and/or producing a variety of communications products such as social media, web content, articles, infographics, and digital display content;
- Experience with scientific writing and notation;
- Ability to identify, extract, organize and synthesize data from different information sources and translate into meaningful summaries suitable for different audiences from public to policy makers.
- Familiarity with IT and software such as Microsoft Office suite, graphic design software (eg. InDesign)
- A thorough knowledge of English and the ability to communicate accurately in writing or verbally, in English;
- The ability to work with all individuals equally and diplomatically and to deal appropriately and effectively with people from different countries, backgrounds and disciplines;
- The ability to manage work that is comprised of a wide variety of tasks, sometimes to handle multiple tasks simultaneously and with interruptions;
- Willingness and ability to travel internationally, as needed, but at least once a year for the PICES Annual Meeting.
- Citizenship in a member country of PICES at the time of assuming the position.

The position is half time (18.75 hours per week but with flexibility as to when the hours are worked), permanent and based at the Secretariat office. You must be able to attend at the Secretariat office in Sidney BC at least once per week. The duties of the position include (but are not limited to):

- preparing appropriate materials for communicating PICES scientific outputs from Expert Groups to a variety of audiences, both internal and external, as required by the Organization.
- Such communications to include the PICES website, brochures, posters and other written or electronic publications and media as needed,
- Coordinating, producing and editing two editions per year of the PICES Press newsletter,
- managing PICES social media accounts and creating member-relevant content,

- being the designated focal point for science communications and liaison with other organizations, and,
- being the Secretariat's liaison with the PICES Advisory Panel on Science Communication.

The annual salary for staff of the PICES Secretariat is based on the Canadian public service position classification system and salary scale for equivalent responsibilities. This position is classified as Information Services (level 1-4 which ranges from \$54,878 to \$92,412 full time equivalent). Starting salary will be commensurate with qualifications and experience. The salary is subject to the equivalent of Canadian income tax.

The duty station for the Communications Officer is the PICES Secretariat located at the Institute of Ocean Sciences, Sidney, British Columbia, Canada.

The Organization participates in:

1. Group Pension Plan with spouse and survivor benefits,
2. Canada Pension Plan\*,
3. Employment Insurance Plan\*,
4. British Columbia Medical Plan,
5. Group Extended Health Benefits Plan,
6. Group Dental Insurance Plan,
7. Group Long-Term Disability Plan, and
8. Group Term-Life Insurance Plan.

Non-Canadian applicants can be exempt from membership in some of the plans (marked\*) depending on circumstances. Cost to the successful applicant would vary depending on the exemptions.

Each year annual vacation leave and holidays traditionally celebrated by the host state public service, and sick leave are provided (pro-rated for a half-time position).

### **Application Procedure**

For more information about PICES, please contact the Executive Secretary, Dr. Sonia Batten [sonia.batten@pices.int](mailto:sonia.batten@pices.int) or consult the [PICES website](#)

Applications should include the following:

- Curriculum Vitae;
- A brief statement of why the candidate considers themselves to be suitable for the post;
- Copies of academic certificates or diploma;
- Contact information for at least two individuals with a recent knowledge of the applicant's character, qualifications and experience, who may be contacted to provide a reference.

The applicant should indicate in their letter a suitable starting date.

Applications and letters of reference should be in English, and marked "Personal and Confidential". Applications must be transmitted electronically to Dr. Sonia Batten, PICES Executive Secretary at [sonia.batten@pices.int](mailto:sonia.batten@pices.int), and received no later than January 31, 2024.