



## **Job Opening**

### **Program Associate**

The *Program Associate* will be responsible to the Director and Program Manager for the effective management of the Natural Hazard Center's Web site, electronic and special publications, and Quick Response research program. In particular, the *Program Associate* will perform the following duties:

- Research, write, and distribute the Center's *Disaster Research* e-newsletter
- Manage, maintain, and update the Center's Web site
- Develop plans for new Web content, including the implementation of Web 2.0 and social networking strategies
- Oversee the Quick Response research program, soliciting proposals, coordinating deployments, and editing and distributing reports
- Edit Center special publications (both print and electronic forms) to improve clarity, consistency and accuracy, and to ensure publications meet the needs of targeted audiences
- Assist the Program Manager in the planning and implementation of outreach initiatives and strategies for the Center and its programs

#### Preferred Qualifications:

- A university degree in a field related to hazards and disasters planning, management, or research (e.g., geography, political science, sociology), or a degree in the communications fields (e.g., journalism, English, communication)
- Graduate degree highly preferred
- Ability to edit and write a range of materials for a variety of audiences
- Highly organized, detail-oriented, team-player with superior time management skills
- Flexible with the ability to work in a dynamic environment
- Excellent verbal and written communication skills
- Proficiency with Web content management, organization, and software, especially Dreamweaver
- Advanced knowledge of MSOffice Suite and the Adobe Creative Suite

For more information about the Natural Hazards Center, go to: [www.colorado.edu/hazards/](http://www.colorado.edu/hazards/). Please send a resume, writing sample, and cover letter in MSWord or PDF format to Ezekiel Peters, Program Manager, at [ezekiel.peters@colorado.edu](mailto:ezekiel.peters@colorado.edu). Review of materials will begin on March 10, 2008, until the position is filled. Only candidates selected for an interview will be contacted. This is a full-time position with a starting salary of \$41,000. Benefits include four weeks annual leave, free public transportation in the Boulder/Denver metro area, access to University of Colorado classes and programs, and excellent health and dental options, among many others. This job is located at the University of Colorado in Boulder, Colorado.