



November 11, 2020

## Citrus Research Board

**JOB TITLE:** Communications Coordinator

**DEPARTMENT:** Communications

**REPORTS TO:** CRB President

**CLASSIFICATION:** At-Will, Non-Exempt, Full-Time

**LOCATION:** Visalia, California

### Position Summary:

The Citrus Research Board (CRB) is a grower-funded commodity Board that operates under the authority of the California Department of Food and Agriculture Marketing Branch. The CRB's mission is to ensure a sustainable California citrus industry for the benefit of growers by identifying and prioritizing research need, and investing in and promoting sound science.

The Communications Coordinator will support the CRB President and the Director of Communications in their responsibilities.

The Communications Coordinator should be an excellent communicator with strong organizational skills and attention to detail. A strong background in administrative support and social media marketing experience is preferred.

Ultimately, this position will assist and help ensure clear communication of our organization's message across all channels.

### Responsibilities:

- Provide support and produce creative content for the following CRB publications:
  - *Citrograph* Magazine
  - Monthly E-Newsletter
  - Social Media Platforms
  - Website
  - Press Releases
  - Event Flyers
- Provide photography for content library during all special programs and events.
- Formulate speeches, talking points and PowerPoint presentations for the President.
- Assist in planning, producing and executing exhibits, grower meetings conference and special events.



- Provide administrative support.
- Help implement communications strategies.
- Take corporate minutes during the Citrus Research Board and/or Committee meetings. Prepare meeting minutes, circulate to other staff members, as needed, for proofing and submit to the President for final review, signature and distribution in a timely manner to the committee/Board Members and CDFA.
- Perform other duties as may be assigned by the President or the Director of Communications.

**Recommended Qualifications:**

- BA/BS in Communications, Marketing or a related field is desired, but not required.
- Two years of proven experience as a Communications Assistant, Communications Specialist or similar role.
- Experience in agriculture, specifically citrus, desired, but not required.
- Understanding of media relations and digital media strategies.
- Proficient in MS Office (Word, Outlook, PowerPoint and Excel); familiarity with design software (e.g. Adobe Photoshop, InDesign and Illustrator) and content management systems is a plus.
- Solid editing and researching skills.
- Ability to create and organize electronic files.
- Excellent clear and effective communication abilities (oral and written).
- Strong attention to detail (thorough and accurate).
- Strong organizational skills.
- Ability to multi-task.
- Ability to travel.
- Ability to consistently produce minutes in a timely fashion.

**EOE Statement:**

Citrus Research Board is an equal opportunity employer and will not discriminate against any applicant on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state or local laws.

Please submit a resume and cover letter to [events@citrusresearch.org](mailto:events@citrusresearch.org)  
addressed to CRB President Marcy L. Martin.