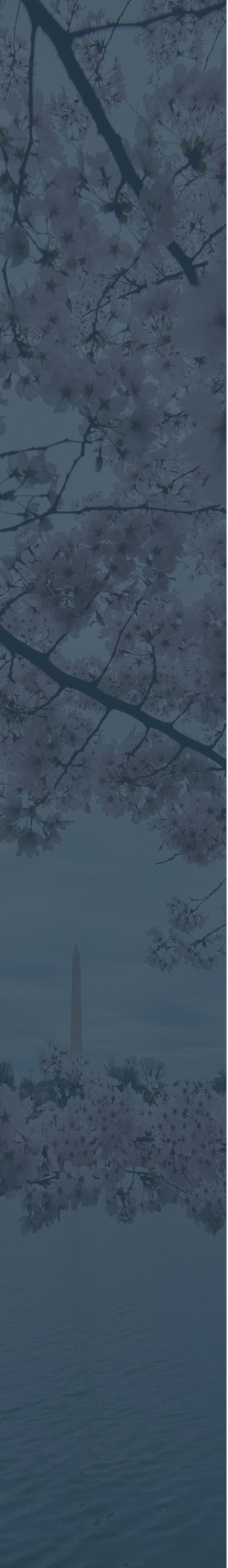


Ruckelshaus Fellowship

COMMUNICATIONS ASSOCIATE
POSITION ANNOUNCEMENT

Meridian builds understanding, guides collaboration, and
drives action to address our world's complex challenges.





Meridian Institute is seeking candidates for a Communications Associate. This position is part of our Ruckelshaus Fellowship Program, which provides an opportunity for early-career professionals to contribute to Meridian's mission to help people collaborate to solve complex problems, make informed decisions, and implement solutions that improve lives, the environment, and the economy. The Communications Associate will support Meridian Institute in communicating how we advance collaborative problem solving on complex issues to broad audiences through various formats such as reports, research briefs, case studies, newsletters, social media, blog posts, and more. This position will support organization-wide communications and specific Meridian projects.

This position will involve a mix of written and visual communications and can take many forms, including graphic design, illustrations, short videos, case studies, and blog posts. Specific assignments will be refined depending on the organization's needs.

The Fellowship is a two-year, full-time position assigned to either Meridian's Dillon, CO or Washington, DC office. Remote work locations may also be considered. The Communications Associate and Fellow who is selected will begin work by July 2022.

Applications will be accepted until the position is filled.

About Meridian Institute

Meridian Institute is a mission-driven, non-profit organization that has helped our clients and partners develop and implement solutions to complicated, often controversial problems—big and small, global and local—for over two decades.

Effective collaborative decision-making involves bringing together participants with diverse backgrounds and differing viewpoints. As an organization, we seek staff that reflects and values that same diversity; successful Meridian team members are experienced working in multicultural settings and welcome new opportunities to widen their own perspectives. We bring integrity, inclusiveness, and respect for differences to every project we undertake. We are working to ensure that Meridian possesses the expertise needed to partner with—and build trust among—marginalized and disenfranchised communities, while advancing justice, equity, diversity, and inclusion (JEDI) within our organization and our work.

For more information about Meridian Institute and specific projects, please visit merid.org/.

About the Position

The Communications Associate will divide their time between organization-wide communications and supporting project teams when specific communications needs arise. This position will involve a mix of written and visual communications, which can take many forms, including graphic design, illustrations, short videos, case studies, and blog posts. Specific assignments will be refined depending on the organization's needs.

Responsibilities include:

- Coordinating with the communications team to develop new content and execute communications projects. This may include new or updated content for the Meridian Institute website and social media channels highlighting project successes and sharing insights from our work.
- Developing independent projects that support Meridian Institute's mission and advancing our position as a thought-leader on collaborative solutions.
- Drafting or designing various types of documents including meeting summaries, research reports, surveys, interview synthesis and takeaways, press releases, letters, slide decks, and more.
- Providing graphic design support and creating illustrations and infographics for project teams that can strengthen the visual communication of complex concepts.
- Supporting the preparation of grant proposals and grant reports to help project teams effectively communicate with funders and prospective partners.

Eligibility Requirements

Due to the nature and intent of the fellowship program, we do not accept applicants with degrees beyond a bachelor's, nor do we accept those who are currently pursuing graduate studies.

Additional eligibility criteria include:

- Full professional proficiency or higher in English
- Ability to legally work in the United States without visa support/sponsorship
- Completion of a bachelor's or expected completion by June 2022

Our fellows have gone on to...



Yale SCHOOL OF THE ENVIRONMENT



Characteristics of Meridian Project Associate Fellows

REQUIRED CHARACTERISTICS—Successful applicants must have:

- Strong written and visual communication skills, with demonstrated experience (e.g., samples of work from internships or coursework)
- Experience with social media, managing website content in WordPress, and facility with platforms such as Twitter and MailChimp
- Skills in graphic design for multiple platforms (web design, infographic creation, etc.) and the ability to create and develop visual responses to communication problems
- Strong attention to detail, including copy-editing and note-taking skills
- Ability to handle multiple tasks at once, manage time effectively, and receive and balance direction from multiple Project Directors
- Passion for the issues and work that Meridian is involved in, ability and willingness to learn, and ability to work independently and be self-motivated
- Experience and enthusiasm for effectively working as part of a team; ability to work with people from culturally diverse backgrounds
- Proficiency with Microsoft O365 (Word, Excel, Outlook, Teams, SharePoint, OneNote, PowerPoint) and other commonly used computer programs and technology; ability to learn and deploy new and evolving technologies and tools

DESIRED CHARACTERISTICS—Preference will be given to candidates with the following characteristics:

- Passion about communicating complex problems to non-technical audiences and stakeholders
- Experience producing videos, podcasts, and/or other multi-media communication products
- Self-starter with a demonstrated ability to initiate projects and see them through
- Basic understanding of the institutional and political context in which public policies are deliberated
- Substantive experience in Meridian topic areas
- Experience in multicultural and/or international settings
- Language skills at a full professional level in French and/or Spanish



I work at Meridian because it is a fast-paced, engaging workplace that gives me opportunities to flex my strategic thinking skills in service to a broad suite of complex challenges and topic areas.

– Madelyn Smith
2019-2021 Ruckelshaus Fellow



Structure of the Ruckelshaus Fellowship

The Ruckelshaus Fellowship will begin by July 2022 and is a two-year position, contingent upon performance and needs of the organization. In addition to this Communications Associate, has hired Project Associate Fellows to support projects on a variety of substantive topic areas such as global and domestic agriculture and food security, climate change, water management, and community and global resilience.

All Fellows (Communications Associates and Project Associates) have opportunities for personal and professional development. By working in an active, exciting, and dynamic professional environment, Meridian Fellows can expect to:

- Refine communication skills through practical applications
- Develop the ability to think critically about complex issues and analyze participant interests and process dynamics
- Actively manage numerous tasks toward the completion of a project
- Work under the guidance of experienced colleagues with diverse experience

Meridian Fellows gain these skills through a combination of the work they support and targeted professional development activities. The Fellowship program includes monthly calls with the Fellowship Director, monthly Fellows cohort calls, regular conversations with a peer mentor, an annual Project Associate Fellows Retreat, networking opportunities, an alumni network, and approximately 30 hours per year on professional development activities to help Fellows refine their career goals. Periodic reviews of each Fellow's performance and professional goals will help ensure they are getting opportunities to grow. Fellows are encouraged to explore a variety of post-Fellowship career choices, including graduate school and employment with other organizations.

Compensation and Benefits

First year Fellows are offered an annual salary of \$45,450 (\$21.86 per hour) in a non-exempt position, which means they are eligible for overtime compensation. In the second year, Fellows receive set increases to account for growth and development within the program. Meridian offers an excellent benefits package including medical, dental, and vision insurance; employer contributions to a 401(k) retirement plan; and generous paid time off (vacation, sick time, and holidays, with alternative holidays available upon request and approval.) In addition, Fellows are provided with a stipend of up to \$500 to support relocation expenses and are issued laptops and mobile phones in conjunction with employment. Washington, DC based Fellows are provided public transportation fee reimbursement for work commutes.

JOINING THE TEAM

Application Process

Applications will be accepted until the position is filled and reviewed on a rolling basis, with interviews beginning in early June.



Through the Fellowship, I gained a deep understanding and respect for the intricacies of environmental challenges—particularly the people, politics, and motivations that drive decision-making. The Fellowship has undoubtedly been the most valuable experience of my professional career.

– Anya Shapiro
2016-2018 Ruckelshaus Fellow

HOW TO APPLY

Apply using the [Meridian Institute applicant portal](#).

To be considered, applicants need to submit the following materials:

1. Cover Letter – 1 page

Drawing from your personal, professional, and academic experiences, please explain how you hope to contribute to Meridian as a Communications Associate and what you hope to gain from this opportunity.

2. Resume – 1 page

Detail relevant education, training, experiences, and accomplishments.

3. Work Samples – 1-2 communications specific examples

Please share a short professional writing sample (1-2 pages) and an example of your graphic design or another communications product. The writing sample could be a blog post, case study, or press release. The communications product could be a poster, video, website, infographic, podcast, social media work, or some other communications project. You are welcome to submit two separate examples or a single product that combines both writing and visual communications.

4. References –

Provide a single file with contact information (full name, relationship to you, and email address) for three professional or academic references.

Please direct any additional questions about this position to **Jennifer Brassanini** (jbrassanini@merid.org) or **Robyn Paulekas** (rpaulekas@merid.org).



Accommodation

Meridian Institute complies fully with the relevant Disability Acts and Laws in local countries. If you have a disability and would like to request an accommodation in order to apply for a position with Meridian Institute, please contact us at fellowship@merid.org.

COVID-19 Consideration

At this time, Meridian Institute requires that all employees be fully vaccinated, including booster shots. In circumstances where an applicant communicates that he or she is not able to be vaccinated for COVID-19 because of a sincerely held religious belief, practice, or observance or because of a disability, then Meridian, in accordance with applicable law, will engage in the interactive process to determine if a reasonable accommodation is feasible that will not pose an undue hardship or create a direct threat to safety.

Equal Opportunity Employment

Meridian's work is made stronger and more impactful by the contributions of diverse groups from around the world. At Meridian, we welcome people from all backgrounds and do not discriminate based on race, ethnicity, color, age, religion, sex, sexual orientation, gender identity, disability, national origin, creed, class, ancestry, or other grounds.

Meridian Institute is a participating employer in the U.S. Department of Homeland Security program, [E-Verify](#).

Thank you for your interest in the Ruckelshaus Fellowship! We look forward to your application. Please reach out with any further inquiries.