



JOB ANNOUNCEMENT

Posted September 18, 2024

Engagement Associate, Southern Climate Impacts Planning Program

The University of Oklahoma

Position Description: The Oklahoma Climatological Survey at the University of Oklahoma invites applications for the position of Engagement Associate with the Southern Climate Impacts Planning Program (SCIPP), a NOAA Climate Adaptation Partnerships team. The Engagement Associate is responsible for increasing SCIPP's capacity for stakeholder engagement activities through effective communication and event planning and execution. This role supports SCIPP's mission to assist organizations with decision making that builds resilience by collaboratively producing research, tools, and knowledge that reduce weather and climate risks and impacts across the South-Central U.S.

This position is a full-time 2-year appointment. Extension is possible pending acceptable performance and availability of funds. Onsite work is required with the potential for 1-2 days of telework per week pending satisfactory performance.

Salary: \$45,000-\$55,000 annual; salary commensurate with skills and experience. The position also includes a generous benefits package (see <https://jobs.ou.edu/Discover-OU/Benefits-of-Working-at-OU>).

Beginning Date: Expected start date is December 2, 2024, or sooner, pending selected candidate's availability.

Responsibilities: The individual selected for this position will collaborate with regional stakeholders to identify how climate and weather information can improve their planning and operations. They will also provide event logistical support for meetings, workshops, and a regional conference. They will work closely with SCIPP's Climate Assessment Specialist.

Specific responsibilities include:

- Building relationships in the insurance, real estate, and residential builders industries regarding climate resilience and hazard mitigation, including planning and executing a one-day meeting on the topic;
- Providing lead planning and logistical support for a future South Central Climate Resilience Forum (www.sccrf.org);
- Reporting to the SCIPP team the need for additional products, indicators, summary documents, or research identified from stakeholder interactions;
- Engaging and collaborating with SCIPP personnel beyond the University of Oklahoma as needed;
- Preparing findings of SCIPP research and engagement activities for technical and non-technical audiences;
- Presenting SCIPP's work at regional and national meetings, as necessary;
- Additional responsibilities tailored to the specific skillsets of the selected candidate;
- Other duties as assigned.

Required:

- Completion of a Bachelor's degree or higher prior to appointment in a field related to communication, planning, public administration, business, or physical sciences (e.g., geography, sustainability, climatology, meteorology). Exceptional applicants from other disciplines are also encouraged to apply. Will consider candidates with 48 months of relevant experience in lieu of a Bachelor's degree.
- Interest in climate resilience related topics.
- Well-developed human relations skills and excellent written and oral communication skills to effectively engage with stakeholders one-on-one and in a large group.
- Self-motivated, highly organized, able to multitask, and detail-oriented.
- Proficient in Microsoft Office products (e.g., Word, PowerPoint, Excel).
- Occasional overnight travel may be required.

Preferred:

- Experience planning events, including managing or supporting event schedules, booking and negotiating with venues and vendors, managing participant registration, and/or updating website information.
- Experience creating visual products via Canva, Adobe Illustrator, or other graphic design tools.

How to Apply: Submit the OU job application along with a cover letter, resume, and three work-related references via the OU Jobs website (jobs.ou.edu, search job number 242463). References will not be contacted until after the interview stage. Relevant documents should be addressed to Rachel Riley, Director, Southern Climate Impacts Planning Program, Oklahoma Climatological Survey, 120 David L. Boren Blvd., Suite 2900 Norman, OK 73072. Applicants may contact SCIPP Program Manager Caylah Cruickshank (caylahc@ou.edu) with questions. Application review will begin on October 21, 2024. Position will remain open until filled.

About SCIPP: The Southern Climate Impacts Planning Program (SCIPP) is a NOAA Climate Adaptation Partnerships team serving the states of Oklahoma, Texas, Arkansas, and Louisiana. SCIPP's mission is to assist organizations with decision making that builds resilience by collaboratively producing research, tools, and knowledge that reduce weather and climate risks and impacts across the South-Central U.S. SCIPP is an interdisciplinary collaboration amongst the University of Oklahoma, Louisiana State University, Texas Sea Grant, and Adaptation International.

Why You Belong at the University of Oklahoma: The University of Oklahoma fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique talents, perspectives, and experiences of our community enrich the learning and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.

Equal Employment Opportunity Statement: The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.

Norman is a vibrant university town of around 130,000 inhabitants with a growing entertainment and art scene. With outstanding schools, amenities, and a low cost of living, Norman is a perennial contender on "best place to live" rankings. Visit <http://soonerway.ou.edu> and <https://www.ou.edu/dam/provost/documents/facultyflipbook.pdf> for more information. Within an easy commute, Oklahoma City features a dynamic economy and outstanding cultural venues adding to the region's growing appeal.