



March 4, 2015

Location: Houston, Texas

Communications Writer

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the official visitor center of NASA Johnson Space Center. The center features more than 400 space artifacts, attractions and theaters related to the exciting future and remarkable past of America's human space-flight program. Join a fun and exciting museum environment.

Currently, we are seeking a full time Writer responsible for researching, writing, creating and editing strategic, persuasive and engaging content for multiple media that contains key messaging meant for specific audiences. This writing and editing will help craft a favorable public image for Space Center Houston and the Manned Space Flight Education Foundation, as well as market programs, encourage donors to give, communicate to the center's visitors in order to enhance their experience, and/or project the center as an employer of choice. The Writer will execute and oversee projects as assigned, including developing concepts.

POSITION RESPONSIBILITIES:

- Independently research, write and edit various marketing, public relations and general communications materials and other collateral pieces as assigned to support the programs and departments of Space Center Houston.
- Write and edit content for websites, presentations, newsletters, advertising, social media, news releases, fact sheets and other materials.
- Interview subject-matter experts and internal clients.
- Use search engine optimization principles to create effective and persuasive copy.
- Assume responsibility for executing collateral projects as assigned, including developing collateral concepts and maintaining quality control over production.
- Select photographs, quotes and video to support the written content.
- Support the work of, and collaborate with, other Communications Team members.
- Other responsibilities as assigned.

POSITION QUALIFICATIONS

- Bachelor's degree in Public Relations, Communications, Journalism, Marketing, Advertising, English or a related field.
- Minimum of three years of professional writing experience in advertising, journalism, marketing communications or public relations

- Excellent written and verbal communications skills. Strong English vocabulary and impeccable grammar and spelling, especially in proofing and making accurate edits.
- Passion for storytelling and creating sophisticated brand experiences. Able to uphold brand requirements and goals while pushing creative boundaries.
- Knowledge of using Internet to promote public relations and marketing goals.
- Proficient in the use of social media and Microsoft Office Suite.
- Proficient in the use of search engine optimization in writing.
- Additional design, website and technical skills a plus.
- Ability to grasp difficult business or technical subject matter and express it creatively and effectively.
- Strong creative drive, balanced by the ability to create clear, compelling messages.
- Excellent interpersonal and organizational skills with ability to manage and set multiple priorities. Ability to solve problems and offer solutions.
- High level of professionalism, energy, enthusiasm and collaboration. Able to give and accept constructive criticism.
- Ability to work independently, prioritize tasks, meet project schedule requirements. Gives accurate project timeline projections, acquires approvals and meets deadlines.
- Available to work flexible hours including some weekends and/or nights.
- Experience with an agency is a plus.

TO APPLY: Email resume to careers@spacecenter.org. For more information, contact the Human Resources Department at (281) 244-2150.