



**Job Title: Public Information Officer (PIO)**

**Location: Tucson, AZ**

Reports To: Chief Executive Officer

Employee Type: Full-Time

Travel: Occasional

Relocation: Negotiable

Desired Start Date: ASAP

Base Salary: \$72,000 - \$83,000

Benefits: Medical and dental insurance, life insurance, disability, retirement plan, and more.

**PSI will not sponsor applicants for work visas for this position.**

**Position Summary:** PSI is seeking to hire a PIO as the contact and liaison between PSI and members of the media and the public. The PIO manages the PSI Public Information Department and works with the CEO/Director to develop and implement external and internal communication strategies at PSI. This position will initially be a Deputy PIO and it is anticipated that in the fall of 2024, the incumbent will move into the PIO position.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Generate press releases in a timely manner to distribute to the media and other agencies and respond to media and public queries on PSI activities and when needed, facilitate media interviews with PSI researchers along with establishing and maintaining media contacts.
- Manage the production and distribution of PSI social media, video productions, and webcast productions.
- Develop and implement communication strategies with the CEO/Director.
- Arrange and implement media briefings.
- Represent PSI at various community affairs and events, and function as the Institute photographer.
- Develop and expand a good working relationship with PSI's scientists and educators and encourage them to participate in PSI's media efforts.
- Work closely with PSI researchers to maintain knowledge of what they are doing; work with researchers to develop and distribute news releases and other media about what is going on at PSI; and prepare PSI researchers to effectively work with the media.
- Produce the Annual Report.
- Produce and publish relevant materials on PSI's website.
- Other projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Writing: Making complex scientific topics understandable to the general public using clear, concise writing. Use Associated Press style.
- The ability to effectively communicate science results in social media.
- The ability to extract and present statistical information on media and social media impact of PSI distributed public information products.
- Interviewing: Working with researchers to effectively present their work to the public in clear, concise, non-jargon language.
- Photography: Shooting and editing digital photography.

- Videography: Scripting, storyboarding, editing and interviews, obtaining relevant free-use images and video, for videos promoting PSI and the work of our scientist and educators; on-camera experience.
- Editing: Making documents clear, concise and in the correct style. Turning science into English.
- Strong interpersonal, communication, planning and organizational skills.
- Self-motivated and able to handle multiple tasks.
- Project a positive and professional image to the public.
- Good management skills.
- Skilled in Adobe and Microsoft applications.
- Ability to develop innovative ideas and strategies to better tell the world about PSI and the great work of our scientists and educators.

**MINIMUM QUALIFICATIONS:**

Minimum of five years professional experience as a journalist or public relations professional, including one year of managerial experience. A strong understanding of and experience with public relations strategies in a science-based environment. Experience with successfully placing stories in local, national, and international media and social media is preferred. Flexible hours to represent PSI at various community and Institute events.

**ESSENTIAL PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS OF THE JOB (reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions):**

- Mobility: frequent use of keyboard, sitting for long periods of time.
- Vision: use of overall vision, frequent reading, and use of computer screen.
- Dexterity: typing skills, writing, repetitive motion.
- Hearing/Talking: frequent listening and speaking, in person and on the phone.
- Emotional/Psychological: decision making and concentration, working with fine details with scientists, the media and public, frequent coworker contact with attention to detail. Multitasking.
- Some night and weekend hours required as needed.

**To apply for the position:**

If you are interested in applying for this position, have the required skills, and you meet the minimum qualifications, please submit the following documents to [apply@psi.edu](mailto:apply@psi.edu):

- A cover letter that addresses your interest and qualifications for this position.
- Resume
- Completed Application and Voluntary Self-Identification form (can be found on [www.psi.edu](http://www.psi.edu) or by sending a request to [apply@psi.edu](mailto:apply@psi.edu)).

Planetary Science Institute, Human Resources  
 1700 E. Ft. Lowell Rd., Suite 106  
 Tucson, AZ 85719  
 Email: [hr@psi.edu](mailto:hr@psi.edu)

**PSI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.**

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The Planetary Science Institute is a private, nonprofit 501(c)(3) corporation dedicated to Solar System exploration. It is headquartered in Tucson, Arizona, where it was founded in 1972. PSI scientists are involved in NASA and international missions, the study of Mars and other planets, the Moon, asteroids, comets, interplanetary dust, impact physics, the origin of the Solar System, extra-solar planet formation, dynamic evolution of planetary systems, the rise of life, and other areas of research. They conduct fieldwork on all continents around the world. They also are actively involved in science education and public outreach through school programs, children's books, popular science books and art. PSI scientists and educators are based in 31 states and the District of Columbia, and work from various international locations.