

Communications Program Manager (7477U), Berkeley
Food Institute - 81632
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263682>

Downloaded On: Oct. 10, 2025 12:37am

Posted Oct. 9, 2025, set to expire Jun. 30, 2026

Job Title	Communications Program Manager (7477U), Berkeley Food Institute - 81632
Department	Berkeley Food Institute
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations
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Job Description

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Communications Program Manager (7477U), Berkeley Food Institute - 81632

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Berkeley Food Institute (BFI) strives to transform food systems to expand access to healthy, affordable food and promote sustainable and equitable food production. We empower new leaders with the capacity to cultivate diverse, just, resilient, and healthy food systems.

BFI connects eight academic units: College of Natural Resources, Graduate School of Journalism, Goldman School of Public Policy, School of Public Health, College of Environmental Design, Haas School of Business, Berkeley Law, and the College of Letters and Sciences, Division of Social Sciences. These academic units on the campus have partnered to create an interdisciplinary institute serving both UC Berkeley students and the general public. We run programs in food systems education and public interest policy, and sponsor and perform rigorous scientific and community-based research. We partner with farms, nonprofit organizations, government agencies, food and agriculture businesses, other universities and advocacy organizations to understand our changing food system and provide data and evidence-based storytelling in four mission areas: urban and rural agroecology, good food access, fair and healthy jobs, and racial equity in the food system.

Position Summary

Experienced professional who knows how to apply theory and put it into practice with an in-depth understanding of food, agriculture, and related science communications; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

Application Review Date

The First Review Date for this job is: 10/20/2025. For full consideration, please apply by 11/14/2025.

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Responsibilities

- Works with the BFI Executive Director, staff, affiliated faculty and consultants to create, develop, and implement long and short-term strategic communications plans and/or projects.
- These responsibilities include developing and maintaining the BFI website, e- newsletters, event calendar, social media presence, and print and video content related to research, events, fundraising, and other BFI programs.
- Produces articles, press releases, profiles, briefings, blogs, collateral and/or other written material using subject matter expertise.
- Leads the coordination of the design and layout of a broad range of publication materials, as well as the management of production delivery.
- Provides editorial review, research assistance, and other support for publication development efforts.
- Manages comprehensive communications programs, including written, visual, digital, and electronic communications.
- Manages student assistants.
- Acts as a liaison with reporters, managing communications with relevant journalists at the local, state and national levels.
- Advises and consults with the BFI Executive Director regarding all aspects of communications including developing strong communications strategies that effectively deliver the desired message, policy interpretation, and problem resolution.
- As needed, coordinate communications work with our affiliated academic units.
- Ensures production of high-quality products that effectively deliver the desired message within budget and time constraints, including print, website and other digital communications.
- Identifies specific communications needs and develops the content and process for organizational improvements.

Required Qualifications

- Knowledge and understanding of digital and print communications to effectively direct consultants and students, or personally perform technical work, including design concepts, various media, and applications.
- Knowledge of and/or can quickly learn the Berkeley Food Institute, its achievements, mission, vision, focus areas, policies, and knowledge of food and farm systems and related equity and sustainability issues.
- Strong research and writing skills to create, develop, and implement comprehensive communications materials.
- Knowledge and skills to advise and consult with management and execute projects

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independently to ensure delivery of the desired message to the target and/or broad general audiences.

- Solid written, verbal, interpersonal communications, management, active listening and political acumen skills.
- Knowledge of location protocols and channels for communication internally and externally.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is

- This is a 1-year, full-time (40 hours/week), contract appointment that is eligible for UC benefits with the possibility of extension.
- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they

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committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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