Communications Coordinator

This is a permanent part-time position

Location: Seaside, Oregon
Compensation: $20/hr., 20 hours per week (willing to consider contract position)
Benefits: Paid holidays and leave, health insurance, IRA, Sabbatical, flexible and fun work place environment.
Application Period: Closes October 31st, 5pm
Start date: January 2021
Reports to: Executive Director

Job Overview

North Coast Land Conservancy has been working since 1986 to conserve and connect the landscape of the Oregon Coast from the Columbia River to northern Lincoln County by acquiring or otherwise managing lands for their habitat value. With responsibility for more than 60 habitat reserves, a number that grows each year, the nonprofit land trust works to ensure that this extraordinary region is a place where healthy communities of people, plants and wildlife can all thrive. NCLC takes pride in offering a balanced quality of life for our staff. Keeping our staff inspired and excited about the mission is critical to our success. If you are a dedicated and ambitious journalist with a passion for the natural world, NCLC is an excellent place to grow your career. Don’t hesitate to apply.

Responsibilities for Communications Coordinator

- Write a variety of content to support communications and marketing efforts, including semi-annual newsletters, twice monthly e-newsletters, website copy, and brochures and press releases
- Provide staff with editing assistance when needed for grant submissions, etc.
- Assist team in developing and implementing a communications strategy and annual plan designed to further our mission
- Create, implement, and monitor social media postings, plans and campaigns
- Monitor analytics and create reports detailing the successes and failures of communications campaigns and strategies via website and social media analytics tools
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices
- Maintain website content, working closely with web contractor
- Produce publications working closely with graphic designer
- Respond to media inquiries and maintain relationships with journalists and other members of the press
- Perform outreach to press outlets, magazines, influencers and build strategic partnerships to grow community awareness and mission success
Qualifications for Communications Coordinator

- Believe in and value the conservation mission
- Degree in journalism, public relations, or related communication field, or 2+ years of experience in a communications role
- Proficient in English, bilingual in Spanish desirable
- Superior time management and organizational skills and ability to meet deadlines
- An analytical mind and ability to think critically
- Exceptional writing and interpersonal communication skills
- Ability to work both independently and as part of a team
- Familiar with MS Word, Excel and PowerPoint and capable of creating visually compelling presentations and laying out publications for design
- Comfort in using and analyzing social media platforms and data such as Facebook, Instagram and others
- Knowledge of email marketing software such as MailChimp or a similar program
- Proven knowledge of communications and marketing ethics and best practices

At North Coast Land Conservancy we believe that the diversity of backgrounds and experiences of the people who make up the North Coast community provides a rich cultural fabric informing our conservation work, ensuring our relevancy in an ever-changing world. We strive to listen and learn. Fully embracing differences in our livelihood, political leaning, gender, sexual orientation, race, or ethnicity, we find common ground in the ground itself and in our shared values. NCLC deeply values the interconnectivity of all life. We encourage people of all backgrounds and beliefs to apply.

To apply, send resume, cover letter, professional writing sample, and three references, attention Katie Voelke, to nclc@nclctrust.org by 5 pm on October 31st. Please, no phone calls.

www.NCLCtrust.org