



**Climate Education & Stewardship (CES) Program
Communications Coordinator
Position Description**

Great Old Broads for Wilderness is a national grassroots organization, led by women, that engages and inspires activism to preserve and protect wilderness and wild lands. Please visit our website at www.greatoldbroads.org for more information.

Position Summary: The Climate Education and Stewardship (CES) Communications Coordinator works with the Communications Director and CES Program Manager to develop and update marketing and support communications for the CES Program, which engages rural and urban communities in collaborative education and stewardship projects to increase understanding of public lands' role in climate resilience and carbon sequestration.

Communications include, but are not limited to PowerPoint presentations, fact sheets/resource materials, advertising, bulk e-mails, e-news, promotions, videos, program web page, social media, and support materials for grassroots chapters. This is a 30-hour per week salaried position.

Key areas of responsibility:

- **Presentation Development/Update (20%)**
 - Develop multiple PowerPoint presentations for a variety of CES education segments; update as needed; catalog and maintain a current online library of materials.
- **Support Materials Development/Update (30%)**
 - Develop print and online support materials for each education segment including FAQs, factsheets, talking points, etc. Update as needed; catalog and maintain a current online library of materials.
- **Promotional and Facilitation Tools (20%)**
 - Develop and update flyer and promotional templates, guidelines, stewardship activity guides, social media posts, email communications, and other materials as required. Update as needed; catalog and maintain a current online library.
- **Program web presence (20%)**
 - Develop CES webpage(s), manage updates, content generation, design/redesign, and improvements.
 - Monitor content to ensure information is complete and current.
 - Monitor for broken links or page problems.
 - Assist with gathering analytic data for reporting purposes and evaluation.
- **Other Communications/Activities (10%) –**
 - Assist with photo downloads, gathering, and organization.
 - May assist with other communications activities as required.

Qualifications/Skills Needed:

- Bachelor's degree or comparable experience developing print and online communications materials.
- Strong ability to organize and present detailed and complex information in graphic manner that is intuitive, logical, and takes the reader through the material in a progressive manner.
- Strong writing, editing, spelling, and verbal communication skills.
- Must have strong ability with Adobe Creative Suite, (primarily InDesign, Illustrator, Photoshop, and Dreamweaver) as demonstrated by portfolio.
- Experience with Wordpress and basic understanding of HTML.
- Experience with Premier, After Effects, and Audition a plus.
- Working knowledge of Microsoft Office applications (Word, Excel, Powerpoint), Google Tools (Docs/Drive/Calendar), and email/internet/social media applications.
- Must have strong understanding of file sizes, formats, and preparing files for printing and online distribution.
- Experience with educational curriculum, climate change issues, or conservation a plus.
- Detail oriented and organized.
- Experience with multi-tasking in a fast-paced, deadline-driven work environment.
- Enthusiasm for Great Old Broads for Wilderness mission and programs.
- Desire to work in a small, collaborative, and closely-knit office with a dedicated and fun-loving team.
- Self-directed, self-motivated, efficient, energetic, with a good sense of humor.
- Ability to work independently as well as with supervision.

Work Schedule & Compensation

- This is a **1-year, 30-hour per week, grant-funded position** that reports to the Communications Director. If funding and need persists, the position term may be extended.
- Salary range is \$36,000–\$38,000 based on experience.
- Benefits include 2-weeks vacation (40 hours) and 9 paid holidays
- Great Old Broads for Wilderness is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply

Please send cover letter, resume, design portfolio, and writing sample to admin@greatoldbroads.org. Position will be open until filled.