

Job Announcement

Communications Coordinator



Type: Part-time or Full-time

Location: North Webster, IN

Pay: \$22-\$25/hour with paid holidays and PTO

The TWF is seeking a communications professional to join our team working to protect and improve water quality in our area lakes and streams.

Who We Are:

The Watershed Foundation is a non-profit organization working since 1997 to protect, preserve and improve the water quality of our local lakes and streams.

Together with our supporters, board, staff and partner network we fulfill our mission by identifying and stopping sources of pollution, uniting partners, and empowering the public to be good stewards of our water resources through education and outreach. Please visit our website to learn more about what we do and how we do it - WatershedFoundation.org.

Who we are looking for:

People often describe you as *passionate, talented, driven, innovative, helpful* and *sincere*. You are self-sufficient, detail-oriented and possess the ability to work independently and with a small team. You are an outstanding communicator possessing excellent writing and speaking skills. You are a continuous learner. You are committed to protecting and preserving the environment, especially our water resources.

The job we need you to do:

- Become proficient in TWF's history, mission and key issues and integrate those into on-going communications and relationships with partners and the public
- Produce marketing and public relations materials to translate water issues and science to the public, lake residents, and farmers – and to promote the programs and work of TWF – including print and e-newsletter articles, news releases, brochures, fact sheets, flyers, fundraising letters, videos, annual reports, signs, promotional items, ads, social media posts, business recognition program, and exhibits/displays
- Engage in marketing, outreach, and education activities in support of water quality
- Support, promote and market the *ClearChoicesCleanWater.org* program and projects
- Maintain and expand TWF's social media presence and website
- Work with the Executive Director and communications committee to develop a marketing plan, identify priorities, and report on activities
- Identify and engage partnership and volunteer opportunities
- Collaborate with staff and assist with organization fundraising including grant writing
- Assist with implementing education, outreach, and community events
- Develop and maintain an electronic repository of photographs

The communications coordinator reports directly to the Executive Director. This job offers flexible hours but requires occasional evenings and weekends. This position is a minimum of ½ time but could be ¾ or full-time with no benefits. Pay range is \$22 - \$25/hour, with paid holidays and PTO.

You must have the capacity and means to work from home as necessary, including a quiet space for meetings and a stable internet connection. As health and safety conditions allow, this position is expected to work and attend meetings in the TWF office in North Webster on a routine basis.

Qualifications:

You might have a degree in marketing, communications, public affairs, journalism, philanthropy or commensurate professional experience. You must be proficient in the written English language. You must be proficient in the use of computer software including e-mail, Microsoft Word, and PowerPoint. Experience in the use of Adobe Creative Suite, MailChimp, WordPress, and video editing software is helpful but not required.

Our Non-Discrimination Policy:

It is the practice of The Watershed Foundation in all aspects of employment, to treat all persons without discrimination based on race, religion, color, political affiliation, disability, national origin, sexual orientation, sex or age.

To Apply:

Please submit your resume, cover letter, contact information for two professional references to Indeed (<https://tinyurl.com/5h5u855s>) **by February 12, 2022**. In addition, please upload two samples of relevant work products demonstrating how your traits, expertise, experience and skills match the job responsibilities. Examples of relevant writing samples include flyers, websites, news releases and articles written for the general public.

No phone calls, please. **We plan to conduct interviews in mid-to-late February.**