



Pinchot Partners

WORKING ON COMMON GROUND

Pinchot Partners Communications Coordinator April 11, 2022

Job Overview

The Pinchot Partners are searching for a part-time, contracted Communications Coordinator to help us share our successes. A successful candidate will manage our social media accounts; create promotional materials; contribute copy and blog posts to our website; assist in note taking at our monthly board meeting and subcommittee meetings; and interact with local news outlets and diverse stakeholders to effectively deliver our message to the public and the media. The most qualified candidates possess superb written and verbal communication skills, an in-depth knowledge of marketing trends, and the ability to communicate in a way that accurately reflects collaborative diversity.

The Communications Coordinator is a remote position reporting to the Executive Director, and will primarily work from a home office. Some in person meetings, mostly in Lewis County, are required: monthly board meetings on the third Wednesday of each month in Packwood, Randle, or Toledo, WA; 2-3 seasonal field tours on the forest typically take one full-day each; a two-day annual meeting in February of each year; 2-4 other public events during the year. Candidates can expect approximately 1-4 in-person meetings per month.

Compensation

This position is part time, approximately 10-20 hours per week at an hourly rate of \$18-20 per hour (depending on qualifications) with additional mileage and per diem reimbursement where appropriate. The position starts with an initial 6 month contract, followed by an performance review. Contract renewal and the possibility of expansion of hours and/or pay rate is dependent on job performance and funding capacity.

Responsibilities

- Create a variety of content to support communications efforts, including newsletters, website copy, blog posts, brochures, and press releases
- Write copy, schedule posts, respond to comments/messages, and monitor analytics for social media platforms (Facebook & Instagram)
- Assist in taking accurate and thorough notes at board and subcommittee meetings
- Ensure that all promotional and marketing materials meet our brand identity
- Identify and resolve any issues with promotional content in a timely and professional manner
- Perform outreach to local press outlets and build strategic partnerships
- Assist in responding to media inquiries and maintaining relationships with local journalists and other vital communication partners
- Assist in developing and implementing a communications strategy and in planning promotional events
- Ability and willingness to assist in finding and securing funding to support this role
- Other duties as assigned

Qualifications*

- 2 years of experience in a communications role or relevant life experience
- Experience in communicating forest-related issues or other technical information is a plus
- Strong time-management, organizational skills, and ability to meet deadlines
- Exceptional interpersonal communication, writing, and editing skills
- Ability to work both independently and as part of a team
- Experience in managing a website using Wix or similar web design platform
- Familiarity with business applications of social media platforms
- Knowledge of email marketing software (i.e. Mailchimp)
- Proven knowledge of communications and marketing ethics and best practice
- Reliable transportation required for necessary in-person meetings

The Pinchot Partners are a 501(c)3 nonprofit that works within the Cowlitz Valley Ranger District on the Gifford Pinchot National Forest and surrounding areas to promote policies and projects that create quality local jobs, recreational opportunities, and benefit watershed health. The Pinchot Partners are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, gender identity, national origin, political affiliation, sexual orientation, disability, marital status, age, parental status, or any other non-merit factor.

To apply, please send a cover letter and resume to Janene Ritchie, Executive Director, at admin@pinchotpartners.org. The hiring committee will begin reviewing applications on May 10th, 2022.

**A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from marginalized communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and we strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are looking for the right person, not simply a checklist of traits. We are very open to hiring students and can provide guidance and training where necessary.*