Position Opening

COMMUNICATIONS COORDINATOR

Salary: $30,000-40,000
Status: Full-Time, Exempt
Reports to: Executive Director
Positions Reporting to this Position: None
Location: Atlanta, Georgia

Description

Since re-launching in 2018, Georgia Conservation Voters has been working to establish our presence as a leader at the intersection of conservation policy and politics here in our state. Our mission is to advocate for public policies that advance a more just and sustainable future, campaign for candidates who will make climate and environmental justice a priority, and hold elected officials accountable for their actions and votes. The Georgia Conservation Voters Education Fund (GCVEF) mobilizes Georgians to advance climate and environmental justice through voting, advocacy, and other forms of civic engagement.

The GCV Communications Coordinator supports the implementation of a comprehensive marketing and branding strategy. The coordinator also supports the Executive Director and program staff in producing content to get the word out about environmental issues and events. The position has three key responsibilities: 1) Designing emails, reports and other print and digital collateral; 2) Updating and maintaining the GCV website; 3) Managing GCV’s social media presence. The position requires a strong knowledge or eagerness to learn graphic and web design tools, marketing, public relations, effective project management skills, excellent writing and proofreading capabilities, and the ability to travel moderately.
Responsibilities

External Communications

- Work with GCV team members to implement the organization’s editorial calendar, including the production of blogs, videos, collateral, website updates, advertising, emails, social media, and media.
- Produce emails using MailChimp.
- Maintain and update the EveryAction and MailChimp databases with new information.
- Manage and curate GCV’s social media presence, with an emphasis on growing the organization’s social media audiences and engagement.
- Support program staff to produce op-eds and blog posts related to important environmental issues.
- Coordinate outreach to GCV media and promotion partners.

Design Coordination

- Design all GCV digital and print collateral including flyers, posters, web images, brochures, print reports, programs, etc.
- Provide graphic design and layout support for websites, including web page updates, creating landing pages, and ongoing site maintenance.
- Provides quality assurance on all published and branded content through editing, proofing, and reviewing all collateral with strong attention to detail.
- Supports, reports and tracks marketing plans, public/media relations activities and other communication efforts as assigned.

Events

- Support the communications and storytelling component of workshops and events, including advertising and promotion before hand, and capturing video and photos during
Qualifications

Skills

- Bachelor’s Degree in communications, Marketing, Public Relations or a related field preferred or 1-2 years of equivalent work experience.
- Exceptional written and verbal communication skills, and proofreading skills.
- Demonstrated proficiency in digital and print graphic design, layout and publishing.
- High proficiency or ability to learn Google Drive; design software like Canva or Adobe Creative Suite, and MailChimp.
- Knowledge of social media platforms (Twitter, Facebook, LinkedIn, etc.) preferred.
- Ability to learn web design and management using Wordpress.
- Ability to perform repeated tasks on a daily basis while maintaining a high attention to detail.
- Ability to analyze and efficiently summarize information and data to express thoughts clearly and simply.
- Ability to work in a multi-task, detail-oriented and deadline-driven environment; Creativity, initiative, organization, good judgment and are essential.
- Ability to work independently within the context of a plan.
- Sound judgment and the ability to make decisions when provided direction and criteria to do so.
- A belief that who we elect matters and that protecting Georgia’s land, air and water should be a top priority.
- A shared commitment to integrating racial justice and equity into the work we do and ensuring an inclusive organizational culture.

Conditions

- This position will often require non-traditional hours and will involve work in the evenings and on the weekends.
- Ability to travel in-state and nationally, 10-30% of the time. This position is based in Atlanta, Georgia. However, other in-state locations may be considered.
Compensation

Salary is commensurate with similarly situated nonprofit advocacy organizations and will depend upon experience and qualifications.

Georgia Conservation Voters provides paid vacation and sick leave, health and dental insurance, and a 401(k) retirement plan. GCV also supports a healthy work-life balance by supporting flexible working practices.

To Apply

Send your cover letter and resume to jobs@gaconservationvoters.org with “GCV Communications Coordinator” in the subject line by Friday, November 15, 2019. No phone calls, please.

GCV is an equal opportunity / fair chance employer committed to a just, equitable, and inclusive workplace. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status or record of arrest or conviction. We encourage applicants with disabilities who may need accommodations in the application process to contact: jobs@gaconservationvoters.org