



Posted: March 1, 2021

Job Announcement: Communications Manager

Methow Valley Citizens Council has 45-year track record of success protecting the Methow's natural environment and rural character. We educate the public and decision makers on key environmental and land use issues that define the character of the Methow Valley, engaging citizen participation so our collective voice is heard.

OUR CORE VALUES:

- MVCC empowers a community voice through our core values, engaging citizens and tenaciously advocating for a shared vision of place.
- MVCC recognizes the importance of maintaining the integrity and interdependence of natural systems, recognizing the critically important coexistence of watersheds, wildlife populations, ecosystems, airsheds and human communities.
- MVCC honors diversity and diverse viewpoints through listening to others, understanding different perspectives, and transcending polarity.
- MVCC values the utmost integrity and is constantly striving toward the highest degree of competence, accuracy, accountability, and honesty.

We are looking for an organized, creative, and motivated person who embraces these values to join our team as a Communications Manager. This position is responsible for communications, PR, media, publications, and other duties based out of our office in beautiful Twisp, Washington.

This position is tailored for a communications professional with at least **two to five years of relevant experience and strong writing and editing skills**. It is an excellent opportunity to join the world of conservation, advocating for the Methow's community, environment, climate, and rural character.

APPLICANTS OF DIVERSE SOCIAL, RACIAL AND ETHNIC BACKGROUNDS ARE ENCOURAGED TO APPLY. AS AN EQUAL OPPORTUNITY EMPLOYER, ALL QUALIFIED APPLICANTS WILL BE CONSIDERED FOR EMPLOYMENT WITHOUT PREFERENCE GIVEN TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, SOCIAL BACKGROUND, VETERAN OR DISABILITY STATUS.

Job Description

The Communications Manager's responsibilities include:

Leading the Communications Team to write, edit, produce, and distribute publications, advertisements, graphics, videos, and other media to support conservation and environmental advocacy, including:

- Social media (Facebook, Twitter, Instagram, YouTube, etc.)
- Online news updates including action alerts and press statements
- Monthly *Valley Voice E-Newsletter*
- Biannual print *Methow Valley Citizens Council Newsletter*
- Website administration, maintenance, and content for mvcitizens.org and campaign websites (resilientmethow.org; methowaction.org; cleanairmethow.org).



- Design and production of brochures, mailers, postcards, and other printed publications developed in-house. Design is done both in-house and with contractors
- Management and development of MVCC photo library including copyright use

Support communications for outreach events and community relations initiatives. Working with the Community Engagement Coordinator and Program Staff to engage the public at forums, outreach opportunities, happy hours, field trips, special events, and other venues to raise the profile of the organization and maintain strong relations with our members, peer organizations, the community, and elected officials. Some outreach events include advocacy to support our conservation programs, while other events are to grow and maintain organizational membership and solicit support. Additionally, this position will provide communications support to the Community Engagement Coordinator in the planning and hosting of our annual *membership event* typically held in the spring.

Monitoring relevant news, blogs, social media, and other available information to support organizational communications, including Google News Alerts, Weekly Digests from local, state, and federal agencies, and news and information published or shared by other environmental organizations and colleagues. This occasionally includes preparing information into reports for key staff and board members.

Other duties required as assigned.

Qualifications

Applicants must have at least two to five years of professional experience in communications, public affairs, marketing, or environmental advocacy. A strong work ethic, problem-solving abilities, creative thinking, organization, and attention to detail are required.

The ideal candidate will be a strong writer familiar with AP Style eager to engage the public through communications and community outreach, as well as a resourceful self-starter passionate about environmental issues and conservation in the Methow Valley.

Proficiencies with storytelling, reporting, website management, graphic design software, online marketing, video and photo production, and public relations are highly valued.

Technical requirements:

- Bachelor's Degree or equivalent experience
- Two to five years relevant professional experience
- Proficiency with social media channels, norms and standards. Use Google Analytics, Facebook Insights, and other data reporting tools to track all communications and their impacts.
- Experience with media writing and editing. Familiarity with AP Style preferred
- Proficiency with Microsoft Office Suite and other basic PC software
- Experience with or ability to learn WordPress, Squarespace and NationBuilder website administration and content management
- Experience using online graphic design tools such as Canva, Visme or Photoshop
- Experience with or a willingness and ability to learn Little Green Light CRM, online advocacy services (e.g., Blue State Digital, Action Kit, Engaging Networks), email marketing services (e.g.,



MailChimp, NationBuilder, Vertical Response, Constant Contact), Zoom webinar features, and other online communications platforms

- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences

Hours and Compensation

Hours: 32 hours/week based in our Twisp office, with regular business hours and occasional evening or weekend work as needed (compensation days provided when appropriate). Some flexibility for remote work but must be physically based in the Methow Valley or be willing to relocate.

Compensation: Part-time salary \$35,000-\$38,000, depending on experience, plus health care stipend, and a generous vacation package starting at three weeks of paid vacation.

Please send résumé and a one-page cover letter detailing your interest in this position with Methow Valley Citizens Council by email to Jasmine Minbashian, Executive Director, jasmine@mvcitizens.org

Applicants granted an interview will be asked to provide up to three professional writing or other work samples as well as two professional references.

Position is open until filled. Please no follow-up calls.