



May 2021 – applications received by June 9 will be given priority.

## **Job Announcement: Communications and Outreach Associate**

We are looking for an organized, creative and motivated person to join our Communications Department as an Associate, assisting with science communications, graphic design, social media and website coordination, and general outreach based out of our Seattle Headquarters.

This position, tailored for candidates with one to four years relevant experience and proven writing, editing, design, social media and online communications skills, is an excellent opportunity to gain career experience while working for environmental progress in the Pacific Northwest. Significant professional development and growth opportunity available.

**Location:** Seattle (Queen Anne). Work will primarily be remote into summer 2021, with in-person expectations increasing as appropriate. All reasonable support will be provided to facilitate successful remote work. Some regional travel for field projects, community meetings, volunteer events, etc. is expected to resume soon under social distancing protocols. Travel expenses will be covered or reimbursed. Company vehicle available.

## **Background**

A regional non-profit organization, Conservation Northwest (CNW) has a 32-year track record of success protecting, connecting and restoring wildlands and wildlife from the Washington Coast to the British Columbia Rockies. **Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations.** Our approximately 24 staffers and half a dozen regular contractors represent more than 4,000 dues-paying members in Washington, British Columbia and beyond. Our conservation community also includes over eighteen thousand activists, supporters and online followers.

***Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse social, racial and ethnic backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.***

We recognize that conservation must go hand-in-hand with healthy, prosperous communities. We're restoring wildlands and wildlife by working with diverse stakeholders. Through dialogue, we find common ground and collaborative solutions for challenging issues including habitat corridors, wilderness conservation, forest restoration and endangered species recovery across our region. For more, visit [conservation.org/about-us](https://conservation.org/about-us) and [conservationnw.org/our-work](https://conservationnw.org/our-work)

### **Web and email**

[conservationnw.org](https://conservationnw.org)  
[facebook.com/ConservationNW](https://facebook.com/ConservationNW)  
[info@conservationnw.org](mailto:info@conservationnw.org)

### **Seattle headquarters**

1829 10th Ave W, Suite B  
Seattle, WA 98119  
206.675.9747  
206.675.1007 (fax)



## **Position Summary**

Reporting to the Communications Director and working closely with the Advocacy Associate, Development Department and Conservation Program Leads, the Communications and Outreach Associate develops written communications and in-house design products including graphics, maps and fliers, and supports social media, emails, website coordination and other online communications and marketing. Coordinates general organizational outreach, including in-person and online events, as well as supporting membership and advocacy as needed.

## **Primary Responsibilities**

- Working with the Communications Director, Advocacy Associate and other staff to support writing, editing, graphic design, publications and other organizational communications. This will include some translating of complex science and technical topics into clear, concise and compelling communications for public audiences.
- Design and production of infographics, postcards, fliers, brochures, maps and event marketing materials. May work in coordination with external graphic design contractors.
- Supporting social media coordination and online community engagement, including Facebook, Twitter, Instagram, YouTube and Flickr. Assists with social media advertising.
- Supporting website administration and publishing, primarily in WordPress. Formatting and publishing blogs, news updates, statements, action alerts and webpages.
- Helps draft and edit monthly *Conservation Connection E-Newsletter* as well as supporting other email marketing and informational campaigns.
- Coordinates general organizational outreach events and tabling, including approximately bi-monthly webinars or in-person events. Supports Advocacy Associate with grassroots organizing events and Development Department with member and donor events as needed, such as around our annual auction and major donor briefings.
- Continually seeks communications opportunities to highlight the organization and conservation programs, including photography, video, design and other mediums.
- Other duties as assigned in coordination with Communications Director.

## **Desired Qualifications**

**Applicants must have at least one year experience in communications, marketing, public relations, journalism or environmental advocacy.** A strong work ethic, creative thinking,

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problem-solving abilities, organization and attention to detail are required.

The ideal candidate will be a strong writer and editor with a foundation of media writing, graphic design, social media and online communications skills and experience, eager to engage the public in multiple ways, including through community outreach and event coordination.

Proficiency with graphic design software including Adobe InDesign, WordPress, social media, email marketing (ex. MailChimp, Campaign Monitor) and AP Style are highly valued.

Additional technical training (ex. graphic design, website administration) and other professional development support and resources will be available.

Bachelor's Degree or equivalent education.

## **Hours and Compensation**

Employment Type: Full-time, exempt. Some flexibility but generally business hours with occasional night and weekend work. Infrequent field work or tours in uneven terrain.

Compensation: \$42,000 to \$48,000 annual salary depending on experience. Benefits include medical / dental / vision insurance, Simple IRA, and monthly home Internet stipend.

Conservation NW offers generous paid vacation benefits, with increases in vacation due to tenure as detailed in our Staff Handbook. The starting vacation accrual is 1.25 days per month, or approximately **three weeks paid vacation per year**. We also offer 12 paid holidays per year.

## **To Apply:**

**Please send resume and one-page cover letter detailing your interest in this position to Chase Gunnell, Communications Director, at [communications@conservationnw.org](mailto:communications@conservationnw.org) with Communications and Outreach Associate in the email subject line.**

Applicants granted an interview will be asked to provide at least two professional references and work/writing samples. Expect two rounds of interviews.

Position is open until filled. Please no unsolicited phone calls.

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