

SJLWT part-time Communications Coordinator Position

About SJLWT: The South Jersey Land & Water Trust (SJLWT) is a nonprofit organization whose mission is to preserve and protect the land and water resources of southern New Jersey – maintaining and enhancing the natural, cultural, and historic heritage of the region. The organization works in five major areas:

- Actively conducting land preservation projects
- Planning and carrying out habitat protection, remediation, and restoration projects
- Gathering data on area waterways to increase knowledge of their condition and water quality
- Providing education to the public and to teachers and schools
- Serving an advocacy role on land and water protection issues

SJLWT is seeking a part-time Communications Coordinator who will be responsible for raising awareness about SJLWT's mission, activities, and support opportunities.

JOB SUMMARY: The Communications Coordinator will be responsible for developing and implementing communications strategies to advance the objectives of the organization. This is an exciting opportunity for a talented, high energy professional who is interested in making a difference in the field of conservation.

If you have digital communication skills including social networking, have good writing and editing skills and are excited about the possibility of joining a small non-profit, we want to hear from you.

This position is based in Southern New Jersey.

DUTIES AND RESPONSIBILITIES:

- Execute a comprehensive marketing plan that includes press events, media, press releases, materials, social networking, website, promotions, events, and branding.
- Conceive, develop and implement communications plans for SJLWT conservation mission.
- Create and grow the organizations presence on social networking sites (such as Twitter, Facebook, and blogs), online activism, email marketing, and website maintenance.
- Work closely with staff, board and volunteers to identify and seize communications opportunities, including new and traditional media, and other channels.
- Write and edit materials for a variety of platforms, including the web, media, and print publications.
- Promote SJLWT volunteers, board members, and staff for external awards and recognition.
- Assist Director with capacity building for marketing and development.
- Track and report results.
- Administrative work related directly to these projects should be expected.

QUALIFICATIONS:

- Bachelor's degree and at least one year of experience in communications, media relations or similar experience, preferably in conservation, advocacy, or political campaigns.
- Exceptional communication, writing and organizational skills.
- Skilled in online and social media and able to use those venues to build SJLWT's audiences. Experience on social networks a must; experience producing content for social networks and/or blogs a plus.
- Candidate should have a clear understanding of the internet and must be comfortable with technology.
- Exceptional communication, writing and organizational skills.
- Articulate, self-confident, personable, and engaging.
- Personal commitment to SJLWT's mission.

SALARY: This is a part-time consulting position requiring 6 hours per week at \$16 per hour. Can work from home.

APPLICATION: Applications should include a resume, writing sample (no more than 3 pages), professional references, and a letter addressed to: Christine Nolan, Director, SJLWT; P.O. Box 233 Glassboro, NJ 08028 or via e-mail cnolan@sjlandwater.org No later than September 15, 2010. No phone calls please.