



Job Announcement: Communications Associate/Coordinator

Position Details

- **Employment type:** Full time; non-exempt
- **Compensation:** \$57,750-\$65,000 (dependent on qualifications)
- **Benefits:** Includes medical/dental/vision insurance, Simple IRA, sick days, and vacation starting at 3 weeks per year
- **Location:** Queen Anne, Seattle (hybrid); 2-days/week in the office preferred. Occasional night or weekend hours required with some regional travel for field projects, community meetings, etc.

Position Summary:

We are looking for an organized, creative and motivated person to join our Communications Department as an Associate or Coordinator depending on experience. This position, tailored for candidates with two to four years' relevant experience and proven writing, editing, design, social media and online communications skills, is an excellent opportunity to gain professional experience while working for environmental progress and advocacy in the Pacific Northwest. Significant professional development and growth opportunities are available and encouraged.

Primary Responsibilities

- Working with the Communications Director 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 Linked In.
- 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.
- Continually seeks communications opportunities to highlight the organization and conservation programs, including photography, video, design and other media.
- Other duties as assigned in coordination with Communications Director.

Desired Qualifications

Conservation Northwest recognizes that applicants that could be successful in this role may have a variety of backgrounds that do not perfectly match the desired qualifications. Interested candidates that align with a majority of the job description and have an aptitude and interest in acquiring new skills or experience are encouraged to apply. Applicants from marginalized or underrepresented groups are strongly encouraged.



- 2-4+ years experience in communications, marketing, public relations, journalism or environmental advocacy.
- Undergraduate degree or equivalent experience.
- A strong work ethic, creative thinking, problem-solving abilities, organization and attention to detail are required.
- 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 and Conservation Northwest supporters in multiple ways, both online and in-person.
- Proficiency with communications 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 media writing) and other professional development support and resources will be available.

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.

Who we are:

Conservation Northwest has a 30+ year track record of success protecting and connecting wildlands in Washington and British Columbia, and recovering our region's iconic wildlife including wolves, wolverines, fishers, lynx, and grizzly bears. We recognize that for long-term progress, conservation must go together with healthy, prosperous and equitable communities. Our mission is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. We have an annual budget of \$3-\$4M and 28 staff working across Washington. Our conservation community also includes more than 15,000 activists, supporters, and online followers.

Our Mission: We protect, connect and restore wildlands and wildlife from the Washington Coast to the British Columbia Rockies.

Our Values: Adaptability, boldness, collaboration, empathy, equity, integrity, pragmatic idealism, rationality, tenacity

To Apply:

Please send a resume and brief cover letter detailing your interest in this position to **Andrea Wolf, Communications Director**, at andrea@conservationnw.org. No phone calls, please. Final applicants will be asked to provide professional references and work samples.