



## **Greenbelt Communications Coordinator**

*An exciting opportunity to work for a dynamic nonprofit conservation organization*

### **Position Overview**

Greenbelt is seeking a full time Communications Coordinator to:

- Develop content for recurring communications
- Coordinate outreach efforts across the organization
- Liaison with Board of Directors

*Greenbelt seeks a diverse pool of candidates. In addition to being an Equal Opportunity Employer, we aim to create an inclusive, equitable workplace where everyone is valued.*

### **About Greenbelt**

As Essex County's Land Trust since 1961, Greenbelt is the most active conservation organization in the region. With over 21,500 acres protected, a growing staff of 18+ employees, and thousands of supporters, Greenbelt is a trusted community partner serving the 34 cities and town in Essex County. Learn more at [ecga.org](http://ecga.org)

### **Core Responsibilities**

#### **I. Communications (45%)**

- a. Develop content and manage monthly e-newsletter, using MailChimp
- b. Create content for mailed materials, newsletter and Annual Report
- c. Manage press releases and contacts
- d. Provide writing support for appeals, donor outreach, kiosks and gift stewardship
- e. Support outreach communications related to events and campaigns
- f. Manage website, working with website contractor
- g. Support Volunteer Coordinator with volunteer communications

#### **II. Outreach Coordination (35%)**

- a. Work with Design Manager on scheduling and production timeline for print materials and kiosks
- b. Coordinate cross-department communications calendar; Development, Outreach, Land Conservation, Volunteers and Stewardship
- c. Provide grant coordination by managing grant application and report deadlines, and supporting application writing/editing

### **III. Board of Directors Liaison (20%)**

- a. Point-of-Contact for Greenbelt's 18-person Board of Directors
- b. Take minutes at monthly board meetings and for select board committees
- c. Help maintain board documents, including monthly board packet and shared drive
- d. Lead coordinator for Greenbelt's Annual Meeting and special board events

### **Qualifications and Skills**

- Very strong writing skills, with a proven ability to write clearly and persuasively, especially on topics related to the environment, conservation and climate.
- Strong editing skills and the ability to distill complex projects for public understanding and engagement.
- Exceptional organizational and interpersonal skills, with the ability to manage cross-department schedules and priorities.
- Proficient using spreadsheets to manage and plan projects; Experience using project management or scheduling software a plus.
- Advanced computer skills, including the ability to learn programs such as MailChimp, Little Green Light database, Sked Social, online registration systems, Zoom, website maintenance/editing, and more. Training will be provided, but a solid foundation of computer skills is a must.
- The ability to work independently, meeting multiple deadlines.
- Creativity and attention to detail.
- A love of conservation and the outdoors!

### **Position Type**

Full-time, salaried position at Greenbelt's headquarters in Essex, Massachusetts. Competitive salary will be based on qualifications and will include paid time off and excellent health and retirement benefits.

Salary range \$55,000- \$62,000, with potential for growth and professional development. Some nights and weekends required, scheduled in advance.

### **To Apply**

Please email your letter of interest and resume as attachments in either .doc or .pdf format to [rachel@ecga.org](mailto:rachel@ecga.org). While this position will be open until filled, preference will be giving to applications received by March 31, 2024.

*Essex County Greenbelt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.*