



## WHY JOIN US?

If you are passionate about addressing drinking water and wastewater issues and environmental equity, please consider joining our Moonshot Missions team! We are a small but rapidly growing non-profit start-up, working directly to improve water and wastewater services, as well as affordability and resiliency for underserved communities. Becoming a part of the Moonshot Missions team will enable you to work alongside veteran water leaders, make a direct impact on the water and wastewater sectors, while helping to ensure safe and clean water is delivered to the people who need it most!

To learn more about us visit: [www.moonshotmissions.org](http://www.moonshotmissions.org) or email us: [jobs@moonshotmissions.org](mailto:jobs@moonshotmissions.org)

## POSITION DESCRIPTION

Moonshot Missions is seeking a Part-time Communication Specialist to support their project aimed at transforming the management of stormwater and wastewater in the Great Lakes. The communication specialist will work closely with the Moonshot team to develop and execute a comprehensive communications plan and to drive strategic messages to key stakeholders - including prominent utility leaders in the Great Lakes region, state and federal regulatory agencies and key community organizations.

<b>POSITION TITLE</b>	<b>COMMUNICATION SPECIALIST</b>
<b>Time Commitment</b>	5-10 hours per week
<b>Location</b>	Remote
<b>Classification</b>	Contractor
<b>Compensation</b>	Hourly rate to be determined based on qualifications and experience
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications, journalism, public relations, or a related field</li> <li>• A minimum of 1 year of communication strategy development experience</li> <li>• Excellent verbal and written communication skills</li> <li>• Works well under pressure and meets deadlines</li> <li>• Proficient in MS Office, and related business and communication tools</li> <li>• Content writing experience for social media and web-based platforms</li> <li>• Proven social media and networking expertise</li> <li>• Strategic and creative mindset</li> <li>• Meticulous attention to details</li> <li>• Self-motivated with a keen interest in driving strategic messages to key stakeholders.</li> </ul>
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• A portfolio of work available for review</li> <li>• Experience in web design and video editing</li> <li>• Familiarity and understanding of Great Lakes water quality issues and community challenges</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and implement a communication strategy that includes project-specific stakeholder outreach and social media content creation</li> <li>• Research and write press releases, and content for the company website, blogs and reports</li> <li>• Acquire and maintain a detailed knowledge of the company's policies, principles and strategies, and keep up to date with relevant developments</li> <li>• Arrange and coordinate project specific formal events</li> <li>• Adhere to the company's style guide, ensuring that we produce high-quality content</li> <li>• Work with key internal role-players to brainstorm content ideas, in line with the company's strategy and project goals</li> <li>• Support and evaluate results of communication campaigns with the team</li> <li>• Build and maintain relationships with key external role-players</li> </ul>
<b>Where to apply?</b>	- Submit cover letter and resume to: <a href="mailto:jobs@moonshotmissions.org">jobs@moonshotmissions.org</a>