Job Announcement

Job Title: Communications & Outreach Specialist
Starting Rate: $24/hour
Duty Station: Moses Lake, WA
Type: Full-time (40 hours per week), non-exempt, hourly position. This position is supported by and contingent on available grant funding.
Supervisor: Executive Director
Opening Date: August 10, 2022
Closing Date: August 19, 2022

DESCRIPTION

The Communications & Outreach Specialist works collaboratively with coworkers to develop and deliver targeted marketing campaigns that result in community members implementing on-the-ground conservation actions. This position is responsible for creating, editing, and scheduling engaging content for CBCD’s social media platforms, websites, newsletters, outreach materials, public presentations, etc. The Communications & Outreach Specialist will assist with ensuring all external communications are professional, consistent, and timely. The Communications & Outreach Specialist also develops and implements education and outreach programs in schools and other venues.

MAJOR DUTIES

- Researches, designs, updates, and distributes communications/outreach materials such as newsletters, brochures, fact sheets, pamphlets, and displays; performs original writing and/or editing assignments in the development and preparation of communication materials.
- Manages communications calendar for CBCD to ensure timely and consistent
communications across all platforms and audiences.

- Edits copy for a wide variety of work submitted for distribution; reviews copy for correctness, clarity, and form of presentation; confers with staff regarding discrepancies or errors; rewrites material, as necessary.
- Assists with the development and issuance of press releases and talking points.
- Tracks and reports communication, education, and outreach-related data and web analytics for grant reporting purposes and CBCD strategic planning.
- Ensures conformity to standards of style and quality in all CBCD communications/outreach materials.
- Assists staff with communication, education, and outreach-related needs to meet program deliverables.
- Manages CBCD's photo gallery, stationary, and other communication-related assets.
- Conducts education and outreach in schools, community events, etc., including developing and implementing programs (i.e. Wheat Week, Water on Wheels, pop-ups, etc.)
- Perform other duties as assigned by supervisor.

PREFERRED QUALIFICATIONS

- Associates or Bachelor's Degree in English, communications, journalism, humanities, public relations, education, or related field.
- Two or more years of experience in journalism, marketing, communications, public relations, or a closely related field.
- Two or more years of experience working with youth.
- Demonstrated skill in writing professional communications.
- Demonstrated organizational and time management skills.
- Demonstrated ability to effectively communicate, independently analyze, and weigh risks versus benefits in decision making.
- Interest in and commitment to natural resources enhancement and public education.
- Demonstrated ability to interact professionally with diverse community members and build relationships with customers and partners.
- Ability to successfully manage multiple priorities and deadlines.
- Ability to write and edit grants, contracts, and other funding awards.
- Ability to take initiative, work well with team members, and adapt to new processes.
- Service-oriented attitude and constructive problem-solving skills.
- Computer skills in word processing, spreadsheets, email, scheduling, ArcGIS, PowerPoint, tablet applications, and the ability to learn specialized computer programs to manage work.
- Familiarity with graphic design and website development tools.
- Keen attention to detail.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS
• Ability to work outdoors in all weather conditions and on rough or uneven terrain.
• Ability to sit or stand for long periods of time in a standard workday.
• Ability to drive a vehicle for long periods when travel is needed.
• Ability to lift, pull, carry, and push up to 40lbs.
• Occasional bending, twisting, squatting, climbing, kneeling/crawling, reaching overhead.
• Ability to exercise caution and maintain all safety requirements.
• Ability to work occasionally beyond an 8-hr workday or on the weekend.

CONDITIONS OF EMPLOYMENT

• Subject to a satisfactory background investigation and/or fingerprint check.
• Must possess and maintain a valid state motor vehicle operator’s license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

BENEFITS: Benefits include CBCD’s benefits package, including medical insurance, 11 paid holidays per year, vacation leave, and sick leave.

TO APPLY: Send a cover letter, resume, and references electronically to kristina-ribellia@columbiabasincd.org.

If you have questions about applying or need accommodation during the application process, please contact Kristina Ribellia, CBCD Executive Director at kristina-ribellia@columbiabasincd.org or at (509) 765-9618.