

LOCATION: 16 NW Kansas Ave. Bend, OR 97703 (Currently working remotely)

DESIRED START DATE: July 19, 2021

About Us: The Environmental Center (TEC) is a regional hub of environmental education, engagement, and action. In collaboration with local communities, we work to advance a healthy, vibrant place to live, work and play – for all of us today and for future generations to inherit. Our mission is to embed sustainability into daily life in Central Oregon. We are educators, advocates, and organizers who believe local action can make a world of difference. Learn more at envirocenter.org.

We are committed to listening, learning and understanding how The Environmental Center can help to dismantle systemic oppression. We prioritize equity and accessibility in the decisions we make, partnerships we build, services we deliver, and outcomes we seek to achieve. We're seeking a teammate who is willing to grow with us and participate in this process. Learn more about this commitment at envirocenter.org/equity.

Summary of Position: The Communications Coordinator supports TEC's success by sharing mission-related information and resources with communities across Central Oregon. While this role is primarily focused on communication activities, it also supports our fundraising efforts. (In our world, communications and fundraising are very connected!)

This is a 32 hours/week position with benefits. The work schedule will generally be 9 to 5 with flexibility. Occasional evening and weekend work will be required. Right now, due to COVID-19, all staff are working from home. This person should reside in Central Oregon (Deschutes, Crook or Jefferson County), and we're open to discussing a hybrid home/office model in the future to lessen the burden of commuting. *See page 3 for more information about remote work.*

This position reports to the Associate Director and regularly collaborates with development and outreach staff. This position manages contractors on occasion.

Communications (60%)

Develop and deliver information, stories and resources to our community and supporters through digital and print communication channels. The Communications Coordinator will take leadership on brand consistency and messaging. Specifics include:

- Develop an annual communications plan that incorporates a variety of perspectives and voices, resources, information, and calls to action
- Organize, develop content, and send an e-newsletter to our subscribers twice per month
- Organize, develop content, and send a print newsletter to our supporters three times per year; prepare and distribute a digital version as requested
- Manage social media communication, primarily Facebook and Instagram



- Write and distribute press releases and support earned media opportunities
- Update TEC's website with current program information and blog posts (developing blog content is supported by multiple staff members)
- Collaborate with development and/or outreach staff on membership communications.

Graphic Production (30%)

- Use pre-designed templates to create print newsletters, brochures, postcards, ads and posters for both TEC-wide needs and some specific program needs
- Manage a graphic design contractor, when needed

Other (10%)

- Develop an annual work plan that includes clear projected results that are consistent with TEC's strategic plan
- Participate in monthly check-ins and an annual review with your supervisor
- Participate in diversity, equity, and inclusion (DEI) learning opportunities and conversations
- Answer community inquiries and provide information about TEC and sustainability in Central Oregon
- Provide vacation coverage for other team mates as needed
- Complete timekeeping and other reporting requirements

WE ARE LOOKING FOR...

- A commitment to TEC's mission and to uphold the values adopted in our Team Charter
- A commitment to building a more diverse, inclusive organization and a local environmental movement
- A willingness to learn, adapt, and be flexible as we navigate the complexities of COVID-19
- Creative and innovative thinking that can help all individuals to fully participate in our mission
- Communication that fosters collaboration with staff, Board of Directors, members, and local media to achieve strategic goals, while building trust across diverse communities
- Prior experience and skills in the following areas is highly preferred:
 - Using online tools for communications, i.e. Mailchimp and social media
 - Graphic design experience using Adobe Photoshop, InDesign and Illustrator
 - Writing original content and proofreading for others

The Communications Coordinator's scope of work requires English language fluency because the region we serve primarily speaks English as a first language. Bilingual candidates, especially in English and Spanish, are highly encouraged to apply and may be compensated above the base wage for the value this brings to the role and the ability to engage Spanish speakers in Central Oregon.

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. Environmental injustices and climate change disproportionately harm the most marginalized people in our society including people of color, from working class backgrounds, women, and those who are LGBTQ+. We believe that these communities must be centered in the work we do, and strongly encourage people with these identities to apply.



WE CAN OFFER...

This is a non-exempt, full-time, hourly position. The wage range is \$18 to \$22 per hour, depending upon experience. Candidates with skill sets or experiences (such as Spanish language fluency or advanced education/training) that significantly contribute to this role may be compensated up to 15% above the base wage. Benefits include a group medical and dental insurance policy (TEC pays 85% of the premium); access to a SIMPLE IRA retirement plan with an employer match of up to 3% of the employee's annual gross income; and a generous personal-paid-time-off policy. We invest in continuing education opportunities for all staff in ways that will help them succeed.

Our team consists of 14 staff and 13 directors. We are a growing organization — and in full transparency, this means our team must be adaptable, flexible and comfortable with change. Our facility in downtown Bend offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor space. Our staff is working from home right now, which may still be the case when this position starts. TEC will provide a laptop, external monitor, keyboard and mouse, plus a small stipend to support a comfortable home office. Staff are currently using their personal cell phones for phone calls. We will provide training and on-boarding in ways that feel safe to all participants at that time: virtually, in-person, or both.

We respect that each person on our team contributes to a healthy, sustainable community in their own unique way. In other words, you don't have to identify as 'an environmentalist' to join our team. If our values align, we'd love to meet you.

TO APPLY: Please mail or e-mail a cover letter describing your interest in the position, your resume, and three relevant references who can attest to your qualifications.

The Environmental Center, Attn: Lauren Williams
16 NW Kansas Ave, Bend, OR 97703

E-mail: lauren@envirocenter.org
No phone calls please.

Please submit applications by June 10, 2021 at 5:00 p.m.

For assistance or to request an accommodation, please contact Lauren Williams (she/her) at lauren@envirocenter.org or call (541) 385-6908.

TEC is committed to equal employment opportunities. We make our employment decisions based on organizational needs and individual qualifications; not on race, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities.

