POSITION AVAILABLE:
Communications Coordinator
Please submit applications by: January 2, 2022

LOCATION: 16 NW Kansas Ave. Bend, OR 97703 (Currently working remotely)
DESIRED START DATE: Week of February 7, 2022

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.

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 looking for a teammate who is willing to learn with us and participate in this process.

Learn more about TEC’s mission and commitment to equity at envirocenter.org.

Summary of Position: The Communications Coordinator supports TEC’s success by sharing mission-related information and resources with communities across Central Oregon. This role is focused on communication activities that strengthen fundraising efforts, community engagement, event attendance, and much more.

We expect this position’s role and responsibilities to grow! We’re looking for a candidate who is excited about the possibility of evolving into a Manager-level position within the next 12 to 18 months. This would mean deeper involvement in strategic planning, fundraising and brand management, in addition to essential day-to-day tasks.

This is a 40 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, most staff are working from home. This person should reside in Central Oregon (Deschutes, Crook or Jefferson County). 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.

ESSENTIAL OUTCOMES FOR THE SUCCESS OF THIS POSITION

- A website that reflects current, accurate information.
- Creation and publication of content across our blog, social media, and newsletters in alignment with organization-wide content strategy & calendar.
- Timely delivery of e-newsletters and print newsletters.
- Providing regular story-telling support for event, fundraising and program staff.
In addition, each TEC staff member is asked to:

- Develop an annual work plan with clear, measurable goals that are consistent with TEC’s strategic plan.
- Identify and work towards annual growth and development goals.
- Participate in diversity, equity, and inclusion (DEI) learning opportunities and conversations.
- Represent the values adopted in our Team Charter.

SCOPE AND DUTIES OF THIS POSITION

Communications (70%)

Develop and deliver information, stories and resources to our community and supporters through digital and print communication channels. 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
- Manage social media, primarily Facebook and Instagram
- Write and distribute press releases and support earned media opportunities
- Update TEC’s website with current program information and blog content
- Identify and implement strategies for making TEC’s digital communication tools more accessible – including our website, e-newsletter and social media
- Collaborate with development and/or outreach staff on membership communications

Graphic Production (25%) - This is a highly desired, but not required, skillset. Strong communications experience is most important. Graphic design skills are a major plus.

- 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 (5%)

- Participate in monthly check-ins and an annual review with your supervisor
- 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 building a more welcoming, inclusive organization and local sustainability movement
- A willingness to learn, adapt, and be flexible as we navigate hybrid work
- 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
  - Google Analytics

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.

WE CAN OFFER…

This is a non-exempt, full-time, hourly position. The base wage for this position is $20.00 per hour. Candidates with skill sets or experiences including Spanish language fluency, intermediate graphic design skills, and/or advanced education or training in communications may be compensated up to a maximum of $23.00 per hour.

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 current team consists of 16 staff and 13 directors. We are a growing organization, which 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 mostly 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.

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 also 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 January 2, 2022 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.