Title: Communications & Volunteer Coordinator
Reports to: Executive Director

Mission: The mission of green|spaces is to advance sustainable living, working and building across the Greater Chattanooga Area. green|spaces achieves this by working in partnership with local residents, businesses, non-profits, educational and government organizations, and donors. Today, green|spaces has three signature programs, Empower Chattanooga, green|light and NextGen Homes, along with projects like the Integrated Community Sustainability Plan, and events including lunch and learns and the Chattanooga Green Prix.

Position Overview: The Communications and Volunteer Coordinator position will oversee public relations strategies to increase awareness of programs along with attracting volunteers to help the organization build capacity and increase impact.

Essential Job Duties:
Volunteer Coordination:
1. Create position descriptions for committee roles and attract people with the time, talent and treasures to serve on committees.
2. Increase volunteer participation in events like Eco-Field Day, Green Prix and World Heavyweight Chili Championship.
3. Establish and/or expand formal relationships with local colleges and universities to recruit top student interns.
4. Recruit and manage volunteers for regular projects and programs like Empower Energy Savings Classes and Database Management.
5. Explore creation of "Ambassador" and "Young Professional" friend groups to expand scope.
6. Track volunteer hours and create recognition program.
7. Create and maintain volunteer leadership pipeline.

Communications:
1. Create and execute official public relations and social media marketing plans for special events, program support and awareness.
2. Gather success stories from programs and events to be used in press releases, social media and e-newsletters.
3. Create structure of consistent voices and content strategy to be used on all social media platforms including Instagram, Facebook, Twitter and LinkedIn.
4. Increase B2B engagement using LinkedIn and Chamber of Commerce to attract more businesses to green|light and corporate sponsorship.
5. Grow E-Newsletter Account by 20%.
6. Create monthly blog posts to increase Search Engine Optimization.
Requirements:
- Must be able to work independently.
- Ability to work some weekends and nights.

Qualifications:
- Bachelors in Marketing, Communications or Public Relations or equivalent experience preferred.
- Strong written and verbal communication skills, project management, teamwork, facilitation, problem solving, decision-making, program planning, evaluation and report preparation skills.
- Ability to utilize a variety of computer software programs, including Word, Excel, and Adobe Creative Suite.
- Bi-Lingual in Spanish and Photography/Videography experience is a plus.

This is a part-time position (25 hours per week) with salary range of $20,000 - $25,000 based upon experience with potential of full-time employment and pay rate increase in year two.

Please send resumes and portfolios to Michael Walton at Michael@greenspaceschattanooga.org by April 3rd. A writing skills assessment will be required after first interview. No phone calls please.