Communications Coordinator (Part-time)

GreenWave is an award-winning, rapidly growing organization that is reviving coastal communities with 3D Ocean Farming -- a new type of restorative ocean farming that uses zero inputs, has myriad ecological benefits such as carbon and nitrogen sequestration, and works to provide food justice and quality jobs in places that need it. Through our programming, new ocean farmers receive hands-on training and education, support with permitting, access to reliable low-cost seed, and connections to purchasers. We also engage in research and development that furthers the sustainable seaweed farming industry, and support policy initiatives that make commercial 3D Ocean Farming possible.

JOB DESCRIPTION

GreenWave is seeking a part-time Communications Coordinator to work with development and program staff to develop outreach materials and provide communications support. The Communications Coordinator will also coordinate press coverage, manage social media accounts and e-newsletter, and maintain consistency in the organization’s messaging to diverse audiences. This is a part-time position with opportunity to transition to full-time. The Communications Coordinator reports to the Deputy Director, and can be based in Brooklyn, NY or New Haven, CT.

Position Responsibilities:

- Manage creation, distribution, and maintenance of all print and electronic materials, including:
  - Monthly e-newsletters for external stakeholders, partners, donors
  - Annual report for donors and other supporters
  - Marketing, development, and solicitation materials, as needed
  - Consistent and engaging postings and conversations on social media outlets, including Facebook, Twitter, and Instagram, as appropriate
  - Maintain and update the organizational website with event announcements, photos, news articles, newsletters, press releases, etc.
  - Press releases, as needed
- Direct online inquiries to appropriate staff members and ensure timely response
- Support creation of development documents, including fundraising proposals, publications, and communication materials (cultivation, solicitation, and donor acknowledgment letters)
- Submit regular reports on communications activities, engagement levels, and progress
- Help other staff members to prepare for farmer training workshops, guest speaker engagements, and other events to ensure that all communications are accurate and consistent
- Track news from our network and fields, curating and summarizing selections to help keep internal and external audiences abreast of relevant developments and underlying themes
- Work with leadership to identify media opportunities and implement campaigns around key programs and issues, including monitoring media cycles and updating media lists
 Assist in development and enforcement of GreenWave’s Style Guide across all departments and all internal and external communications outlets
 Assist with other projects as needed

**Desired Skills and Requirements:**
- Bachelor’s degree and 2-3 years experience working in a strategic communications role
- A working knowledge of key issues related to oceans, climate change, sustainable agriculture sectors
- Exceptional oral and written communication skills and strong attention to detail
- Ability to translate GreenWave’s work into language that is appealing and easy to understand for diverse audiences
- Proven experience working independently, with minimum direction
- Comfortable coordinating multiple deadlines and managing shifting priorities
- Thrives in a startup environment that requires adjusting to new challenges and thinking creatively to find solutions
- Knowledge of fundraising communications techniques including, but not limited to, online appeals, proposal writing, donor relations and stewardship, and prospect research
- Tech savvy, with proficiency in Microsoft Office, social media platforms, Google Apps, CRM Management (Salesforce preferred)
- Graphic design skills preferred (especially familiarity with InDesign and Photoshop)

**What we offer:**
- Competitive non-profit salary commensurate with experience
- Health benefits
- Generous paid vacation and holiday leave

GreenWave is an equal opportunity employer and is committed to building a culturally diverse organization. Individuals from diverse backgrounds are encouraged to apply.

Please send resume and cover letter with salary requirements to Emily Stengel, Deputy Director, at jobs@greenwave.org by June 1, 2018.