



Title: Communications and Design Coordinator

Location: Hybrid: at least one day a week in Bethesda office is required; this role also will require regular time in the field at volunteer and community events

Reports to: Senior Development and Communications Manager

Type: Full-time

Position Overview: The Communications and Design Coordinator is an integral member of the Conservancy's Development team, elevating the visibility and awareness of the Conservancy and telling the story of its impact on Rock Creek. The Coordinator does this primarily by assisting with the creation and distribution of all print and digital materials, including emails, social media, signage, website pages, and more. Key responsibilities include:

- Editorial Calendar Coordination
- Email Campaign Dissemination (E-newsletters, targeted email blasts, etc.)
- Website Updates and Content Maintenance
- Social Media Monitoring and Curation
- Support Branding Consistency
- Video Library Coordination
- Graphic Design (flyers, signage, event invitation, social media graphics, etc.)
- Photography & Photo Library Coordination
- Press Relations Support (draft press releases, talking points, maintain press lists, etc.)
- Other duties as assigned

Desired Qualifications:

- Minimum 2 years of professional experience in communications and marketing with demonstrated ability to produce creative materials within brand standards
- Ability to work evenings and weekend hours to support events, including ability to access transportation to events throughout the Rock Creek watershed
- Experience with graphic design and/or photography strongly preferred
- Great project management skills, including time management, goal-setting, multitasking and prioritization with demonstrated success managing multiple tasks concurrently
- Respect for privacy, confidentiality, and discretion
- Proficiency with Google Suite, Squarespace, Canva, and/or InDesign
- Experience with Constant Contact, Mailchimp, or other email service platform preferred
- Spanish language proficiency a plus

To Apply: Rock Creek Conservancy is an equal opportunity employer. Please send resume, cover letter, and 2-4 samples of past communication or design work to info@rockcreekconservancy.org with the subject line "Communications and Design Coordinator - YOUR INITIALS." Applications will be reviewed on a rolling basis after June 15. Rock Creek Conservancy offers a competitive benefits package; salary range for this position is \$42,000 - 44,000.

About Rock Creek Conservancy: Rock Creek Conservancy is a watershed organization protecting Rock Creek and the philanthropic and stewardship partner to the entirety of Rock Creek (National) Park. The Conservancy's mission is to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect.