

Job Title: Communications Coordinator
Hourly Rate: \$21.66 - \$23.82
Location: Vancouver, WA with the possibility to work from one of our remote locations
Department: Advancement
Reports To: Communications Manager
FLSA Status: Full-time, Non-Exempt (hourly)



The position is open until filled. We will begin reviewing applications as they are received.

Columbia Land Trust is seeking a **Communications Coordinator** to join its team!

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 27 years, Columbia Land Trust has permanently conserved more than 50,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres for the benefit of both wildlife and local communities. Core to our conservation work is a commitment to supporting a more inclusive and equitable conservation movement achieving common ground conservation solutions. Together, we are protecting a future that is thriving, prosperous, and wild.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. We are [committed to equity](#) as a core organizational value. Applicants should be able to demonstrate a commitment to issues of diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply for this opportunity.

Columbia Land Trust's headquarters are located on the campus of Fort Vancouver near downtown Vancouver, WA, just across the Columbia River from Portland, OR. Additional offices are located in Portland, Hood River, and Astoria, Oregon. For more information about the Land Trust, please visit columbialandtrust.org.

SUMMARY

The **Communications Coordinator** is a key member of the Advancement Team who oversees day-to-day management of social media channels and email newsletters, and contributes to editorial calendar planning, content creation, writing and editing projects, graphic design, and photo editing and organization. Reporting to the Communications Manager, the Communications Coordinator supports organizational fundraising initiatives and events, and works collaboratively to raise awareness and support for Columbia Land Trust.

ESSENTIAL DUTIES

- Act as primary publisher of social media posts, including drafting, scheduling, selecting images, and monitoring channels
- Write and edit content including social media posts, blog posts, email newsletters, web copy, and print articles
- Assist with proofreading and review of various communications pieces
- Help create, collect, and load content into mass email campaigns; facilitate internal review of emails across departments as needed

- Organize storage of photos and other media files, working with volunteer and paid photographers to collect new graphic assets for communications pieces
- Serve as an editor of the Land Trust website, including making updates and loading draft posts
- Collaborate across departments, using project management tools as needed, to brainstorm, identify, and refine storytelling opportunities
- Track invoices and expenses with communications contractors and submit them for approval

SUPPORTING ACTIVITIES AND KNOWLEDGE

- Develop knowledge of local and national issues related to Columbia Land Trust's mission in order to serve as an effective representative of the organization
- Ability and desire to engage with culturally diverse groups including donors, volunteers, and community partners
- Familiarity with adhering to a brand voice and meeting deadlines
- Attend Land Trust tours and events to capture content and stories
- Enthusiasm to contribute creative ideas around content and storytelling
- Desire to research social media engagement best practices and to stay up to date with evolving features, analytics, and other tools
- Work collaboratively in a team environment, be flexible and open to problem solving

QUALIFICATIONS

Columbia Land Trust expects applicants will have skills and experience relevant to the work listed above. However, applicants are not expected to have experience in all of these areas in order to apply for the position. Columbia Land Trust is prepared to support the training necessary to ensure qualified candidates have the skills to safely and effectively accomplish the work. We encourage candidates to share relevant professional and lived experience.

- A minimum of two years' experience in communications, digital marketing, social media management, writing, or a related field is preferred but not required
- A basic understanding of content creation
- Excellent written, verbal, and interpersonal communication skills and the ability to communicate effectively and work productively with people from racially and culturally diverse backgrounds, including colleagues, donors, members of the public, and project partners
- An attention to detail and ability to track and meet deadlines
- Basic design and photography skills or an interest in learning
- Ability to read, analyze, and interpret reports and media articles related to nonprofit communications, fundraising, environmental topics, and conservation
- Ability to relay technical information in an accurate and engaging way
- Experience engaging in personal or organizational diversity, equity, and inclusion work
- A genuine enthusiasm in the mission, values, and work of Columbia Land Trust

SALARY AND BENEFITS

Columbia Land Trust offers a competitive pay, comprehensive benefits package, and a supportive and positive work environment. The Land Trust benefits package includes a generous paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance for full time employees; voluntary benefits include a Section 125 - FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401 (K) retirement plan. Employees are encouraged to bring well-behaved dogs to work. Healthy, happy staff who feel they can bring their best selves to their work are critical to our shared success.

PHYSICAL DEMANDS

This job requires frequent computer use. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION

Columbia Land Trust is requiring its employees to receive the COVID-19 vaccination. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief. Our staff is currently working remotely and we will be evaluating a hybrid in-person/remote model moving forward. This model will likely require a minimum of 2 days in the office per week. Technology and equipment needed to effectively work remotely will be provided.

APPLICATION INSTRUCTIONS

For consideration, email your resume and a statement of interest to jobs@columbialandtrust.org with “Communications Coordinator” in the subject line. Please include the following in your cover letter:

- A description of your interest in, and qualifications for, this position, and where it might fit within your career objectives; and
- Your commitment to and experience with issues related to diversity, equity, and inclusion.

This position is open until filled. Applications will be reviewed as they are received and applicants are strongly encouraged to submit materials as soon as possible.

Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.