



OREGON SHORES
CONSERVATION COALITION

Oregon Shores Conservation Coalition Communications Coordinator

The Oregon Shores Conservation Coalition, a 50-year-old organization that works on all aspects of coastal conservation, is seeking a part-time Communications Coordinator. The salary for the half-time position will be +/- \$24,000, depending on experience. Paid vacation and a health benefit stipend are included. The work will be done remotely, with flexible hours. This is a new position, incorporating work that in the past has been done on contract.

Under the direction of the Executive Director, this position will coordinate our communications across the website, social media, newsletters (email and print), webinars, and conventional media. The Communications Coordinator will assist with content development and social media strategies using a variety of tools, platforms, and engagement and outreach methods. This role will be functional, such as posting to media and editing newsletters, but also creative, assisting Oregon Shores in articulating our mission and telling our stories.

Key Responsibilities

- Compose written and oral communications such as press releases, newsletter articles, website content and social media posts to convey Oregon Shores' mission and activities.
- Support Oregon Shores and CoastWatch in actively communicating campaigns, programs and events.
- Work with other staff to develop coherent messages that unite our communications; assist in developing themes and stories that lead to informative, original and authentic posts and articles.

Specific tasks

- Social media posts—writing, creating graphics, posting to Instagram and Facebook
- Email newsletters and bulletins—assembling, publishing and to some extent writing
- Maintain Mailchimp distribution lists and newsletter templates
- Event listings—writing and posting event listings on our website
- Press releases—circulating and in some cases writing
- Maintain the media contact list for press releases
- Other media contacts as time allows
- Zoom sessions—providing behind the scenes assistance on occasion

Strong skills in social media, online publishing, creating flyers, and website content creation (not programming) are fundamental for this position. Solid writing ability is also important. Design skills would be a plus, as would familiarity with print publications. An already developed interest in coastal conservation, and knowledge of the Oregon coast and its communities, would be desirable attributes. Fluency in Spanish would be valuable, although not required.

To learn more about Oregon Shores and our work, go to <https://oregonshores.org/>.

To inquire about this position, e-mail contact@oregonshores.org.