POSITION DESCRIPTION

Position Title: Communications Coordinator

Position Summary: This full-time position is responsible for providing assistance to the Communications Team and the Director of Communications to support the National Association of Conservation Districts’ (NACD) staff, member conservation districts, and NACD Board of Directors to advance conservation, resource development, and assist in the implementation of the association’s policies. This position supports coordination across a broad portfolio of communications and grant activities to achieve specific, project-driven outcomes.

Responsibilities:

• Provide support to the Communications Team, including production, coordination, timeline and strategy development, for a wide variety of NACD communications
• Develop and deliver communications among internal and external NACD stakeholders, tailoring messaging to specific audiences
• Contribute to the design and production of print and electronic communications, including newsletters, fact sheets, flyers, and brochures
• Create and post content and implement engagement strategies to maintain NACD’s social media networks
• Maintain NACD’s website (currently Wordpress) – post new materials, archive outdated material, maintain consistent design and tone, monitor web traffic, track member feedback, and develop a schedule and process for keeping the website updated
• Assist with writing and distributing press releases, publications, and talking points
• Collect and assess data to better understand the reach and impact of NACD initiatives
• Coordinate and implement communications tasks in support of grant activities
• Assist in the development of project deliverables from concept to finished product
• Capture and edit photos and videos
• Support planning, scripting, marketing, and production for annual events
• Perform other tasks as assigned in support of NACD goals and objectives

Qualifications:

• Bachelor’s degree in communications, English, journalism, marketing, or related field
• 1-3 years of relevant experience in communications, public relations, marketing, or related field
• Excellent written and verbal communication skills
• Experience with and/or knowledge of conservation, conservation districts, agriculture, or environmental issues
• Positive member service attitude and personable demeanor
• Strong organization skills and ability to multi-task, develop timelines, and meet deadlines
• Ability to travel to annual and summer meetings each year and other locales as needed

Desired Skills

• Adobe Creative Suite and graphic design experience
• Photography and photo editing
• Videography, scripting, and production
• Experience managing social media accounts for an organization or business
• Proofreading and copy-editing, AP style proficient
• HTML proficiency, familiarity with WordPress and CRM databases preferred
• Meeting coordination and event planning

Location: This position is located in NACD’s Washington, D.C. headquarters, requiring two days of work each week in the office, with the option to work remotely the other days. The position reports to the Director of Communications.

To apply: Email resume, cover letter, and two writing samples to the attention of NACD HR with ‘Communications Coordinator’ in the subject line to hr@nacdnet.org by no later than Friday, August 18, 2023.