



Supporting education, research & conservation on Great Bay

Great Bay Stewards
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www.greatbaystewards.org

***Seven Rivers to the Coast* Communications Coordinator**

Great Bay Stewards on behalf of Great Bay 2030

January 18, 2024

Great Bay Stewards is seeking a half-time Communications Coordinator to manage a newly branded website and related communications platforms, *Seven Rivers to the Coast*. The platform seeks to increase understanding and engagement with the waterways in the Great Bay-Piscataqua watershed in coastal New Hampshire and southern Maine, and will involve working closely with numerous environmental organizations and specialists in the region. The new platform is being supported by New Hampshire Charitable Foundation through the Great Bay 2030 Initiative.

The Communications Coordinator is a contract position, with one year guaranteed funding and the possibility of extension. The Coordinator will report to the Executive Director of Great Bay Stewards and be guided by a small editorial team of communications professionals, natural resource managers, and environmental advocates. The Coordinator can work remotely but the preference is for someone based in the Seacoast region of New Hampshire or southern Maine. Office space in Portsmouth, N.H., is available if desired.

The Great Bay Stewards is also recruiting for a half-time community engagement program manager. The two new hires will have an opportunity to collaborate, or it's possible that a single individual could apply for both jobs to create a full time position. See: greatbay.org/hiring

Key Responsibilities

- Write and edit content to keep website current and compelling
- Develop new and repurposed content for e-newsletter
- Curate and schedule social media content for Instagram, Facebook and LinkedIn
- Foster and maintain relationships with like-minded organizations in the region to share and develop content (e.g. PREP, Great Bay-Piscataqua Waterkeeper, UNH Cooperative Extension, NHDES Coastal Program, etc.)
- Develop and maintain mailing list for newsletter
- Develop and design graphics including flyers, event programs and posters
- Track and report on web, email and social media metrics using Google Analytics and other tools
- Manage multiple tasks simultaneously in a fast-paced work environment
- Other related duties as assigned

The person who will best succeed in this role:

- Is well versed in all aspects of communications, with a Bachelor's degree or comparable experience in Marketing, Communications, Sustainability Management, Environmental Policy, or related field.
- Has 1-3 years of experience with website and social media management as well as e-newsletter development and distribution
- Has superb writing and proofreading skills and is able to compose interesting and accurate content and develop a uniform voice and personality across the communications platforms
- Is creative, curious, and committed to finding new ways of engaging people and building a culture of stewardship
- Can understand and translate science or technical content for non-technical audiences
- Is able to engage a variety of audiences and synthesize diverse perspectives
- Can track and report use, traffic, and engagement on the varied communications platforms
- Is a capable photographer, videographer, and visual storyteller
- Possesses excellent organizational skills with attention to detail and deadlines
- Works well both independently and collaboratively
- Is a problem solver with strong critical-thinking skills who enjoys finding solutions as challenges arise
- Cares deeply about water resources and environmental sustainability and wants to be a part of building something new

A few other qualities we are looking for include:

- A spirit of adventure - someone who wants to be out in the community and on the water to generate interesting and/or surprising content
- Experience with Canva, Adobe Photoshop / InDesign, and video editing software
- A commitment to diversity, equity and inclusion, and finding stories from under-represented members of the community

Compensation: The salary for this 20 hr/week contract position is \$40-50/hour depending on experience. Benefits are not available.

How to apply

Please send a cover letter and resume/CV by **February 16** to Allison Knab, Great Bay Stewards, allison.knab@greatbaystewards.org

About Great Bay Stewards

The Great Bay Stewards, a non-profit organization established in 1995, play an integral role in a variety of programs associated with the Great Bay National Estuarine Research Reserve. Through fundraising events, private donations, and educational programs, the Stewards provide critical support to supplement state and federal funding received by the Reserve. To fulfill its mission to protect Great Bay for future generations, the Stewards also work with area organizations to raise awareness of critical issues and promote estuarine conservation.

Diversity, Equity and Inclusion Statement

Great Bay Stewards is proud to be an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law. We are committed to championing diversity, equity and inclusion across all areas of our organization, including our recruitment and hiring practices.

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