



CHATTAHOOCHEE RIVERKEEPER®

COMMUNICATIONS MANAGER POSITION OPEN Apply by October 14, 2022

JOB DESCRIPTION:

Chattahoochee Riverkeeper (CRK) is a nonprofit, environmental advocacy and education organization with 10,000 members. We work to protect and preserve the Chattahoochee watershed and have staff in offices in Atlanta, Gainesville, and LaGrange. We deliver education, water monitoring, advocacy, outreach, and other programs. For more information visit www.chattahoochee.org.

CRK is seeking an individual to serve in a full-time capacity as communications manager. The communications manager will work with the executive director, Riverkeeper, development director, and other staff to create, curate, and deliver communications content and materials. The ideal candidate excels at multi-tasking, has good interpersonal skills, is creative, a competent writer, and has a strong interest in environmental protection.

PRIMARY DUTIES:

- Maintain CRK's online presence including content for website and social media outlets.
- Curate, prepare, and deliver bi-weekly e-newsletter.
- Collaborate, organize, and implement communications campaigns.
- Manage content and design for print and digital materials including bi-annual newsletter, flyers, presentations, etc.
- Work closely with development team through event marketing, planning, and implementation, and to develop creative and effective fundraising campaigns.
- Work closely with the Riverkeeper to communicate programmatic developments and accomplishments.

NECESSARY SKILLS:

- Interest in environmental issues.
- Excellent written and oral communication skills.
- At least two years of experience in communications and/or nonprofit sector.
- Experience developing content and managing websites and social media outlets.
- Creative, passionate, flexible, and ability to function in a team-oriented environment.
- Capacity to work some nights and weekends for CRK events and needs.
- Experience in managing print projects and creating marketing materials.
- Ability to stay organized and effective while managing multiple tasks and deadlines.
- Proficient in the use of Microsoft Office Suite, Raiser's Edge – NXT, WordPress, Canva, Photoshop, InDesign and video editing software.

Salary: Range \$35K to \$60K and commensurate with experience, full time employees receive generous benefits.

To apply: (1) submit cover letter and resume to Juliet Cohen, Executive Director, Chattahoochee Riverkeeper, 3 Puritan Mill, 916 Joseph Lowery Blvd. NW, Atlanta, GA 30318; or (2) via email with subject "CRK Communications Manager Applicant" to jcohen@chattahoochee.org.

Chattahoochee Riverkeeper is an equal opportunity employer and considers candidates for employment without regard to race, color, creed, national origin, religion, age, gender, marital status, or sexual orientation.