



Position Opening

COMMUNICATIONS COORDINATOR

Salary: \$50,000-60,000

Status: Full-Time, Exempt

Reports to: Communications & Marketing Director

Positions Reporting to this Position: None

Location: Atlanta, Georgia

Description

The Georgia Conservation Voters family of organizations includes the Georgia Conservation Voters, Inc., the Georgia Conservation Voters Education Fund, and the Georgia Conservation Voters Action Fund. The Georgia Conservation Voters (GCV) mission is to advocate for public policies that advance a more just and sustainable future, campaign for candidates who will make climate and environmental justice a priority, and hold elected officials accountable for their actions and votes. The Georgia Conservation Voters Education Fund (GCVEF) mobilizes Georgians to advance climate and environmental justice through education, advocacy, and other forms of civic engagement. The Georgia Conservation Voters Action Fund (GCVAF) campaigns for climate champions. These complimentary organizations hold Georgia legislators and policymakers accountable for their actions on climate and environmental justice.

The GCV Communications Coordinator supports the implementation of a comprehensive marketing and branding strategy. The coordinator also supports the Communications & Marketing Director and program staff in producing content to get the word out about environmental issues and events. The position has three key responsibilities: 1) Designing emails, reports, and other print and digital collateral; 2) Updating and maintaining the GCV website; 3) Managing GCV's social media presence. The position requires a strong knowledge or eagerness to learn graphic and web design tools, marketing, and public relations, effective project management skills, excellent writing and proofreading capabilities, and the ability to travel moderately.

Responsibilities

- Work with GCV team members to implement the organization's editorial calendar, including producing blogs, videos, collateral, website updates, advertising, emails, social media, and media.
- Produce emails using EveryAction.
- Maintain and update the EveryAction databases with new information.
- Manage and curate GCV's social media presence, with an emphasis on growing the organization's social media audiences and engagement.
- Support program staff to produce op-eds and blog posts related to important environmental issues.
- Coordinate outreach to GCV media and promotion partners.
- Design all GCV digital and print collateral, including flyers, posters, web images, brochures, print reports, programs, etc.
- Provide graphic design and layout support for websites, including web page updates, creating landing pages, and ongoing site maintenance.
- Provides quality assurance on all published and branded content through editing, proofing, and reviewing all collateral with strong attention to detail.
- Supports, reports, and tracks marketing plans, public/media relations activities, and other communication efforts as assigned.
- Support the communications and storytelling component of workshops and events, including advertising and promotion beforehand and capturing video and photos during

Qualifications

- **Ability to quickly learn** GCV, GCVEF, and GCVAF's programs and priority issues to communicate each organization's work across multiple channels effectively.
- **Work Experience:** Must have a minimum of 1-3 years of experience in social media management, online organizing, marketing, communications, public relations, email advocacy, journalism, or other media, or any equivalent combination of education, training, and work experience. Ideal candidates have experience in a political context,

preferably in social justice or environmental organizations, and know about applying the principles and practices of communications and marketing to the nonprofit environment.

- **Industry skills:** Demonstrates an understanding of current communications and marketing trends. The ideal person has a creative mindset and is forward-thinking and innovative, willing to push our organizations into trying new things that align with and help us achieve our mission, vision, and goals.
- **Communication skills:** Excellent verbal, reading, and writing skills are critical for this position. There is a high volume of written materials that will flow to this position, and this position will frequently have to adopt all or part of the materials for communications and marketing efforts—preferred bilingual in English and Spanish or other languages.
- **Technical skills:** Must have experience with or be willing to learn to use EveryAction (our constituent resource management system, a.k.a. people database); Asana (project management system); and Google Workspace applications (ex., email, file management, calendar system, Google Groups, etc.). High proficiency in design software like Canva is preferred. Knowledge of social media platforms is preferred. Candidates must already know or can learn web design and management using WordPress.
- **Cultural Competence:** Shares our commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work, and ensuring an inclusive organizational culture. Should have a complex understanding of Black, Indigenous, Asian, Latino, and other POC communities, young people, and an unwavering commitment to racial justice.
- **Ability to travel:** Must be willing to travel extensively for events, staff retreats, other meetings, and professional development opportunities; expect frequent local travel (1-2 times per week), in state at least 1-3 times a month, and out of state every 4-6 months.

Compensation

The salary range for this position is posted at the top of this job description. The salary is commensurate with similarly situated nonprofit advocacy organizations, and the final amount will depend upon experience and qualifications.

Georgia Conservation Voters provides paid vacation and sick leave; health, vision, and dental insurance; and a 401(k) retirement plan. GCV also supports a healthy work-life balance by supporting flexible working practices, which include flexible working locations and hours, extensive time off, professional development support, and support for holistic health, including therapy reimbursement.

To Apply

Submit your cover letter and resume before the deadline posted on the website using the application found at gcvoters.org/careers.

If your experience is primarily out-of-state, please speak directly about why you want to do this work in Georgia in your cover letter.

GCV is an equal opportunity and fair chance employer committed to a just, equitable, and inclusive workplace. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction. We encourage applicants with disabilities who may need accommodations in the application process to contact: jobs@gaconservationvoters.org