



Puget Sound Estuarium

Communications and Development Coordinator – Full time (40 hours/week)

QUALIFICATIONS

Personal traits to include:

- Committed to the Puget Sound Estuarium's mission to foster learning opportunities that inspire people of all ages to connect with, protect, and enjoy the unique estuary environment of south Puget Sound
- Highly organized with an attention to detail
- Excellent writing and proofreading skills
- Ability to inspire the community through images and words
- Exudes a positive attitude
- Excels at working with a wide variety of community members/volunteers
- Interpersonal skills essential for working collaboratively with staff, board, donors, partners, and the regional community

Education and professional experience desired to include:

- Minimum of four-year degree in education, communications, natural resource management, marine biology, business or public administration, or related field
- Previous work at another non-profit highly desired
- Previous experience with empowering individuals and communities to take action towards ecological resilience

Software and website desired skills:

- Experience with the following: Google Suite, Adobe Cloud, Adobe Illustrator, Facebook, Instagram, Wordpress, Constant Contact, Square

Applicant will use their own personal computer for outreach and the Estuarium's desktop computer for video editing and graphic design, and should easily learn new computer programs/apps.

Additional desired skills:

- Dual language, especially in Spanish
- Experience with grant writing or fundraising
- Leadership or volunteer management experience
- Donor database management, especially in Little Green Light

Applicant will be subject to a background check before hire.

MAJOR RESPONSIBILITIES

Graphic Design

- Create and send out our annual newsletter and monthly events emails
- Create digital and physical marketing materials for programs, exhibits, and events
- Develop and design Estuarium exhibits
- Ensure branding standards are being met across the organization

Outreach

- Create and distribute press releases for Estuarium programs, exhibits, and events
- Maintain the Estuarium's website and keep information current
- Coordinate and lead monthly Exhibits & Outreach Team meetings
- Advertise Estuarium events in person, online, and through flier distribution
- Regularly post on social media, community calendars, and our website
- Engage volunteers in exhibit and outreach projects
- Photograph public programs and K-12 education programs for marketing
- Coordinate outreach opportunities with community partners

Events

- Plan for and manage the following Estuarium events
 - Spring Arts Walk (Apr)
 - Shark Spree (June - August)
 - Turn of the Tides (Dec)
 - Rotating Exhibits throughout the year
- Outreach events
 - Coordinate the Estuarium's educational booth and volunteers at public events or events put on by community partners throughout the year
 - Train volunteers to be outreach event leads
 - Collect data on events to report community reach

Fundraising

- Plan emails and social media posts for our annual fundraisers: Online Auction (Winter), A Community Thrives (Summer) and Give Local (Fall)
- Participate in the planning of fundraising events: Jellyfish Jam, Benefit Cruises, and Annual Meeting
- Assisting Executive Director with grant-writing
- Grant, membership and donor database management in Little Green Light
- Acknowledgement of grantors, donors, members, and the programs they support

Gift Shop

- Work with local artists and other distributors to stock the Estuarium's Gift Shop
- Ensure products are selling and adjust stock as necessary
- Advertise gift shop wares during the holiday season

Other

- Attend monthly staff meetings
- Prepare short program summaries for monthly board meetings
- Prepare annual Gannt chart from staff work plans

Compensation Details

Position pays: \$20.00/hour for up to 40 hours a week with occasional weekend and evening work. Includes paid vacation and sick leave benefits. The Communications and Development Coordinator reports to the Executive Director, Paris McClusky.

How To Apply

Please email paris@pugetsoundestuarium.org your cover letter, resume, three professional references, and any examples of your marketing work that you would like to share with us. All applications due by the end of the day on 12/28/2022. Start date will be early January, 2023.

We encourage you to apply even if you are not an exact match with the qualifications described above.

Non Discrimination Policy

Puget Sound Estuarium is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit.