

Position Announcement

Job Title: Communications Coordinator (part-time)

Job Activities:

- Assist the Executive Director and Board of Directors in implementing a strategic communications plan to support organizational growth and successful issue campaigns
- Work with consultant on website development
- Manage and maintain website and social media
- Oversee preparation and dissemination of biweekly action alerts
- Manage and grow the database of supporters and social media followers
- Oversee media communications, including media advisories, press releases, LTEs and op-eds; develop and maintain relationships with key reporters; track media contacts and coverage
- Work with staff and volunteers of affiliated groups to coordinate messaging and communications for issue campaigns
- Attend organizational and community events, as needed
- Assist the Executive Director in developing promotional, educational and advocacy materials, including the possibility of podcasts or online videos
- Assist the Executive Director in reporting to donors and funders

Qualifications:

- Excellent verbal and written communications skills, with the ability to present information concisely and effectively
- Ability to organize and prioritize multiple projects, and to ask for direction when needed
- Self-motivated with ability to work independently
- Excellent interpersonal skills
- At least 2 years' experience in grassroots community organizing, labor/student organizing, political campaigns, or related experience
- Demonstrated experience with website management, online communications, and social media campaigns
- Demonstrated ability and effectiveness working with people of diverse backgrounds and interests
- Passion for and commitment to social, economic and environmental justice
- Experience working with the media (radio, TV, and print), including writing media advisories/releases and organizing media events, preferred
- Baseline knowledge of climate change and sustainable energy preferred

- Experience working with labor unions preferred
- Minimum Bachelor's Degree preferred
- Videography and photography skills desired

Technical Proficiencies:

- Microsoft Office Suite (Word, Excel and PowerPoint)
- Wordpress, Constant Contact and/or other social media/content management systems

Hours and Compensation:

- This will start as a half-time, salaried position, but it may expand in the future, as funding allows.
- The Executive Director is based in Hartford, CT, but the organization currently does not have an office. The Communications Coordinator should be based in Connecticut and able to travel throughout the state.
- Salary will be commensurate with the selected candidate's experience and skill level, but the expected range is \$20,000 - \$30,000 annually for the half-time position. Benefits include paid vacation and sick leave, as well as partial reimbursement for health insurance costs.

Reports To: Executive Director/Lead Organizer

To Apply:

- To apply, please send a cover letter of interest, resume and at least two professional references to john@ctclimateandjobs.org.
- Please insert **Communications Coordinator** in the subject line, and where you saw the posting in the body of the email.
- **Position open until filled.**

*The **CT Roundtable on Climate and Jobs** (www.CTClimateandJobs.org) seeks to strengthen collaboration among Connecticut's labor, environmental, and religious groups in advocating for public policies that address urgent concerns about climate change while creating good-paying jobs here in Connecticut. Founded in 2012 as an innovative partnership between the Interreligious Eco-Justice Network (IREJN) and the CT AFL-CIO, the Roundtable provides opportunities for constituencies that have often disagreed on environmental issues to engage in dialogue, identify areas of common ground and embrace their diversity as a source of power.*

The CT Roundtable on Climate and Jobs is an Equal Opportunity Employer and seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, and citizenship.