



Communications Assistant Northwest Center for Alternatives to Pesticides (NCAP)

Posted: 7/15/2019

Hours Per Week: 12-15

Location: Eugene, Oregon

Concise Listing of Job Duties:

1. Work with NCAP staff, board and partners to develop and coordinate clear, consistent and inspiring communications. Messaging and branding will convey to the public NCAP's mission and NCAP's work to promote alternatives to pesticides.
2. In conjunction with the Communications Director and program staff, plan, develop, edit, implement and evaluate engagement with the following communications: website and related database, monthly email newsletters, blog posts, social and other media, tabling and outreach materials, other communications as needed.
3. Analyze data on web presence, social media, and other statistics with the intent to grow NCAP's on-line and media presence.
4. Assist in creation and promotion of communication tools such as event invites, presentations, slideshows, videos, fact sheets, reports and publications, blogs, NCAP's monthly email newsletter, webinars, and other tools.
5. Maintain content on the NCAP website using Nationbuilder platform.
6. Oversee the content and timing of NCAP's presence within social media platforms such as facebook, twitter, instagram, and others.
7. Participate in staff meetings, trainings and other planning and evaluation sessions. Provide requested materials for reports to the board, donors and foundations.