



Communications Coordinator Job Description



Overview

The Communications Coordinator provides critical support to Catawba Lands Conservancy and the Carolina Thread Trail in the areas of communications, outreach and education, and development/fund-raising. The activities typically involve coordination and collaboration among many entities including: staff, sponsoring organizations, donors, consultants, and community leaders throughout the region.

Catawba Lands Conservancy, the Charlotte region's land conservation organization, permanently protects land, water and wildlife habitat to enhance the quality of life in our 6-county region. The Conservancy is the lead agency for the Carolina Thread Trail, a 15-county initiative to link trails, greenways, and conservation corridors.

Team-oriented, entrepreneurial, and dedicated describes the culture of the organization. We are seeking an energetic and organized professional who is dedicated to the ideals of excellence and who thrives working in a fast-paced environment to join our team.

Skills

The Communications Coordinator must possess high-level skills in the following three areas:

- Superior written communication skills
- Excellent project management abilities
- Proven ability to execute initiatives independently

Hours

Full time (40+ hours per week); additional weekend and evening hours required

Reporting Structure

The Coordinator reports to the Development and Communications Director and works in close partnership with the Conservancy's Administrative Director and The Thread's Project Coordinator and Community Coordinators.

Responsibilities

Provide support to Development and Communications leadership including some general administrative support

Marketing and Website Management

- Write and edit communications and development materials including newsletter, electronic alerts, press releases, website content, planning documents, promotional materials, project updates, etc.
- Monitor and update websites

Press and Media Relations

- Maintain media contacts, archives and media hit weighting
- Assist with media and community relations in order to cultivate relationships throughout The Thread's 15-county region

Special Event Execution

- Execute outreach and education, development and press events
- Support The Thread's Community Coordinators in execution of community events to celebrate project milestones

Production and Project Management

- Manage production of all communications materials
- Assist in the preparation of presentation and meeting materials

Development/Fund-Raising

- Research and write grants; assist with grant reporting

Volunteer Management

- Assist with Outreach and Education volunteer program
- Manage volunteer program in the areas of training and correspondence

Reporting and Budget Tracking

- Update monthly dashboard reports for Conservancy's outreach and education functions
- Track project budgets in close collaboration with Finance Director
- Generate monthly progress updates for The Thread leadership
- Prepare agendas, record and disseminate committee meeting minutes

Qualifications

- Drive to function independently without close supervision
- Ability to execute projects and take ownership for outcomes
- Strong and proven computer skills including Microsoft Word, Excel, PowerPoint, InDesign and Outlook
- Experience developing and organizing events
- Attention to detail
- Flexibility and ability to multi-task
- Strong work ethic
- 4 year bachelor's degree required

Compensation

The Conservancy offers a suite of benefits including health insurance. The salary range for this position is \$40,000-\$43,000.

Inquiries

Inquiries should be made to Graciela Ponjuan-Carbonell and should include a statement of interest, resume, a minimum of three writing examples, and references. No telephone inquiries, please.

Graciela Ponjuan-Carbonell
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