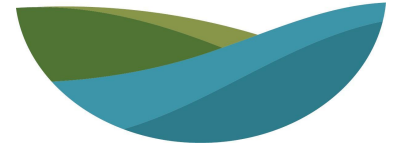


## **Position Description: Communications Assistant/Coordinator**

## **CLEAN RIVER PARTNERS**



Reports To: Executive Director  
Supervises: N/A  
Status: Non-exempt, part-time hourly, 20 hours per week  
Salary: \$18-24/hour, DOE, PTO  
Ideal Start Date: As soon as a qualified candidate is available

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### **OVERVIEW**

This position will support communications and marketing of Clean River Partners by creating and coordinating the creation and production of digital and print content that shares stories of the organization, maintaining and updating CRP's communications channels, such as our newsletter, social media presence, and website, and working with staff and partners to develop and implement communications plans for programmatic activities and organizational initiatives. This position is for someone able to simplify complex messages tailored to specific audience segments who also has versatile communications skills. This position will work closely with the Executive Director and other staff to develop messages and materials that reflect our mission, values, and brand. This position will be able to work with all staff of CRP as well as a group of highly professional volunteers for materials creation. This position will have flexible hours in a team-oriented small office environment. We are seeking either a communications assistant or coordinator, depending on the experience of the applicant. Salary and title will be commensurate with experience.

### **ABOUT CLEAN RIVER PARTNERS**

Clean River Partners is an environmental non-profit based in Northfield, MN. We envision communities that create and protect a watershed with healthy soils; drinkable groundwater; and clean, fishable, and swimmable rivers, lakes, and streams. We partner with people and organizations to value, protect, and improve the Cannon River Watershed's land and water. Our core values of resilience, equity, and engagement guide all of our work.

### **ESSENTIAL RESPONSIBILITIES**

- Write communications pieces including organizational and programmatic collateral such as press releases, brochures, newsletter content, and event materials
- Design materials for marketing needs across the organization, including emails, flyers/posters, and social media posts
- Gather community and partner stories that reflect CRP's mission, vision, and values that are centered in and useful for the subject(s) while also sharing organizational and programmatic impact
- Develop and implement a social media strategy
- Work collaboratively with other staff to create effective communications plans
- Work collaboratively with other staff to develop and implement marketing plans for events and activities
- Additional duties and responsibilities, as assigned by the Executive Director

## **EDUCATION, KNOWLEDGE & SKILLS**

### **Required**

- Interest in and commitment to the mission and values of Clean River Partners
- Commitment to equity, justice, and fostering belonging
- Excellent written and verbal communication skills
- High quality graphic design skills
- Experience developing communications plans
- Experience developing and implementing social media campaigns
- Proficiency with Vertical Response or other email newsletter publishing tools
- Proficiency with social media platforms such as Instagram, Twitter, YouTube, and Facebook
- Proficiency with design programs such as Canva and Microsoft Publisher
- Proficiency using WordPress or other website maintenance tools
- Proficiency with email, word processing, and Microsoft Office and Google Suite applications
- Proficiency with shared drives, such as Google Drive
- Strong interpersonal skills
- Ability to work effectively both independently and collaboratively
- Strong time management and organizational skills
- Flexible and motivated with a positive attitude
- Minimum two years of relevant experience

### **Preferred**

- Knowledge/experience with Cannon River Watershed region and communities
- Experience in a nonprofit and/or environmental work
- Experience in science communications
- Experience designing data visualizations, infographics, and other methods of sharing complex information in a concise and compelling way
- Photography skills
- Experience developing and distributing press releases
- Experience creating video content
- Experience gathering and showcasing community stories in a relevant and respectful way
- Bachelors or associates degree

## **WORKING ENVIRONMENT**

Work is primarily sedentary, although there is some moving, travel, and carrying of lightweight items such as notebooks and work papers. Most work is performed in an office building and in an adequately lighted and climate controlled, ADA compliant space. Many staff work a hybrid schedule. This person will share an office space with a coworker, but will have a dedicated workspace. Occasional travel as well as occasional evening and weekend events will be part of the job.

### **Hours of Work**

This position is a part-time, hourly, non-exempt position. The hours are 20 hours a week with schedule being negotiable sometime during Clean River Partners' normal business hours of 8:30 AM – 5:00 PM Monday-Friday. Working from home will be an option on occasion.

**TO APPLY**

Send a resume, cover letter, and the names and contact information of three professional references to Jennifer Tonko at [jennifer@cleanriverpartners.org](mailto:jennifer@cleanriverpartners.org). Review of applicants will begin June 12, 2023, and continue until the position is filled. Clean River Partners is an equal opportunity employer.