



COUNCIL FOR
**WATERSHED
HEALTH**

COMMUNITY COMMUNICATIONS COORDINATOR

Position is open until filled. Interviews begin July 29, 2024

ABOUT THE COUNCIL FOR WATERSHED

Council for Watershed Health (CWH) is a non-profit organization founded over 20 years ago by Dorothy Green to advance the health of our region's watersheds, rivers, streams and habitats both in natural areas and urban neighborhoods. We do this through research, education, and inclusive engagement.

ABOUT THE POSITION

CWH is hiring a Community Communication Coordinator to increase awareness of its programmatic impacts, strengthen its partnerships, and promote its work and activities. The successful candidate will be a well-rounded, creative individual who can effectively and successfully coordinate the development and execution of a variety of internal and external communication initiatives. The Community Communication Coordinator will also play a key role in supporting the implementation of watershed coordination services for the Safe, Clean Water Program. The successful candidate will perform the duties and have the competencies and experience that follow.

PRIMARY DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

COMMUNITY OUTREACH, ENGAGEMENT, AND COORDINATION

- Works directly with CWH's Los Angeles County Safe, Clean Water Program Watershed Coordination Team to plan and facilitate meetings in support of implementing watershed coordination services and technical assistance.
- Tracks and updates workshops, meetings, other activities/events in watershed coordination calendar.
- Travels off-site to conduct interactive presentations to a variety of interested parties on topics related to Safe, Clean Water Program and Watershed Coordination activities, including tabling at events
- Plan and coordinate outreach and education events
- Manage and maintain various media platforms for promotion of watershed coordination education activities.
- Contribute content to newsletter
- Create posters and educational materials
- Coordinate logistics with external watershed coordinator team
- Improves, expands, and manages organizational contacts and communications database.
- Creates multilingual outreach materials and informational handouts.
- Creates, reviews/edits, and uploads content to various social media platforms, including but not limited to Instagram, Facebook, Twitter, and tracks benchmarks.

OTHER DUTIES

- Supports coordination of Watershed Coordination Team interns.
- Performs special projects and related duties as assigned.

COMPETENCIES, EXPERIENCE, AND SKILLS

- Strong technical writing and editing skills and proven knowledge of communications and marketing ethics and best practices.
- Excellent time management, organizational skills; an eye for detail; and ability to meet multiple deadlines.
- Ability to think critically and solve problems creatively.
- Knowledge of MS Office tools, social media management, digital design software such as Adobe Creative Cloud products, and web design applications such as Wix and Canva.
- Excellent networking and interpersonal skills; an adept conversationalist; and strong public speaking abilities.

- Experience communicating to and collaborating with a variety of interested parties (eg. community based organizations, agency representatives).
- Ability to work both independently and as part of a multi-talented team.
- 3+ years of relevant communications experience.
- Fluency in Spanish.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a relevant field or equivalent work experience.
- Knowledge and experience working on local water issues and/or working toward social justice/equity.
- Experience in community engagement, public relations, and/or customer service.

POSITION TYPE, EXPECTED HOURS OF WORK, BENEFITS AND COMPENSATION

- Full-time, 40-hour work week; evening and/or weekend work may be required. (Part-time considered).
- Benefits: CWH offers a competitive benefits package, including fully covered medical/dental/vision insurance, and retirement plan with employer contribution.
- Compensation: \$54,000 - \$62,000 annually

PHYSICAL DEMANDS

- Communicates verbally in English with CWH Staff and the public in face-to-face and online settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- Regularly operates a computer and phone for communication.
- Operates office equipment such as computers, printers, copiers and projectors.
- Valid CA driver's license and/or the ability to travel to locations outside of the office.
- May be required to move/position supplies and materials of up to 50 Lb. Intermittently moves materials, shifts items up to 25 lbs. for brief to moderate durations of up to 5 minutes.
- Must be able to occasionally work outdoors in heat, direct sun, wind, rain, and cold.

WORK LOCATION AND SUPERVISION

Main Office is in Pasadena, CA with access to offices throughout LA County. CWH staff is currently working remote with regular in-person meetings and events; this position requires regular meetings in-person throughout LA County. Reports to Director of Planning; supervises assigned interns.

HOW TO APPLY

Email cover letter, resume, three references, and samples from previous work that demonstrate writing long form (e.g. report, brochure, etc.) and short form (e.g. blog or social media, etc.) to:

Human Resources – hr@watershedhealth.org - Subject Line: Communications Coordinator Position

CWH is an equal opportunity employer and committed to fostering an inclusive workplace. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, veteran, disability status, or any other bias prohibited by applicable law. CWH strongly encourages people from underrepresented communities to apply. CWH may modify/update this position announcement.