



## Job Opportunity Notice

# Communications Manager

## Russian Riverkeeper (Healdsburg, CA)

Russian Riverkeeper, a dynamic river conservation organization founded in 1993, is seeking a highly motivated individual to join our team as Communications Coordinator. Russian Riverkeeper is in need of a talented writer who is experienced in electronic media to create compelling social media content, website copy, monthly newsletter, press releases and fundraising appeals. Your goal will be to engage the community in Russian Riverkeeper's river conservation and climate resiliency work and to elevate our organizational awareness in the community. It's your river, we protect it and you can help in that effort!

### Responsibilities

- Develop written content for external communications for community outreach, education and to support our development activities to implement our communications plan
- Collaborate with Russian Riverkeeper staff on developing innovative and compelling content for the website, social media or press releases to maintain and grow readership
- Analyze data and research best methods to increase traffic and donations
- Prepare monthly newsletter to donors and volunteers and manage email lists
- Publicize Russian Riverkeeper events and program work to the community
- Support the Development Committee/ ED with content for grants and press releases

### Qualifications and Experience

- Commitment to environmental protection.
- Bachelor's degree in English, Journalism, Communications or related field or 5 or more years experience in content writing.
- Excellent writing skills and ability to translate complex information for various audiences
- Ability to communicate and collaborate effectively with other Russian Riverkeeper staff and constituents
- Ability to meet deadlines while working independently
- Strong attention to detail
- Experience with WordPress, Mailchimp, Canva, and social media platforms. Graphic design experience a plus
- Commitment to equity and willingness to engage with and work to address issues of power, privilege and inequity
- Sense of humor and great attitude
- Must have valid driver's license and own vehicle for occasional travel

### **Physical Requirements**

The job requires typical office environment work (working at a computer, on phone, etc.) and use of standard office equipment. Ability to travel to various meetings and sites throughout the watershed is occasionally needed.

### **Position Details**

This is a regular, part-time staff position (avg 24hours per week) and is eligible for some Russian Riverkeeper benefit programs. The starting rate is \$28 per hour and is negotiable and is based on experience. This position reports to the Executive Director. The position is open now and is temporarily remote. Remote candidates will be considered, provided they have the ability to occasionally travel to the Russian River watershed.

### **To apply**

Please send a cover letter, your resume, writing sample, and list of references to [jobs@russianriverkeeper.org](mailto:jobs@russianriverkeeper.org) with the subject line: "Communications Manager – last name, first name." Applications will be considered on a rolling basis until the position is filled.

### **An Equal Opportunity Employer**

Russian Riverkeeper is an equal opportunity employer and highly values diversity. Russian Riverkeeper maintains a policy of non-discrimination in regard to age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity, or any other class protected by applicable state or federal law. Women and people of color are strongly encouraged to apply.

### **About Russian Riverkeeper:**

Russian Riverkeeper has been fighting since 1993 to ensure a thriving river system and your rights to fishable, swimmable, and drinkable waters. Russian Riverkeeper supports its river community by providing science-based advocacy, cleaning up trash, restoring healthy habitat, and educating youth. Russian Riverkeeper is a proud member of the international Waterkeeper Alliance and California Coastkeeper Alliance. Learn more at the [www.russianriverkeeper.org](http://www.russianriverkeeper.org) and @rriverkeeper.