



# Connecticut Fund for the Environment

Save the Sound®

**Communications Specialist**  
**(Part-time, temporary position)**  
**November 14, 2019**

**Background:** Connecticut Fund for the Environment/Save the Sound is a leader in protecting the land, air, and water of Connecticut and Long Island Sound. We use legal and scientific expertise, grassroots advocacy, and restoration projects to bring people together and to achieve results that benefit our environment for current and future generations. We collaborate with fellow organizations, elected officials, and community leaders and empower citizen activists, volunteers, and members to take action.

**Position Description:** The Communications Specialist will work in CFE/Save the Sound's New Haven, CT office to support core functions of the Communications Team and communicate stories about our ambitious land conservation and legal projects to our supporters, state decision-makers, and the media.

The ideal candidate will be a conscientious, detail-oriented, and independent worker; have strong writing skills for formal and casual voices; and be as comfortable collaborating on strategic projects as they are compiling reports on deadlines. Skills in graphic design, online content management, and database maintenance would be major assets. This is a great position for someone who wants to build nonprofit communication skills and learn new things each day as they partner with a varied and expert team of environmental attorneys, organizers, scientists, and fundraisers.

The Communications Specialist will work 20 hours/week under the supervision of the Director of Communications. Work schedule is flexible; very occasional evening and weekend hours may be required, as will occasional in-state travel. This is a temporary position from early January through September 30, 2020; extension will be considered dependent on funding.

**Responsibilities:**

- Create compelling written and visual content for web, social media, and email—including calls-to-action that will educate and motivate.
- Prepare reports on press hits, grassroots action, and campaign outcomes (approximately monthly).
- Assist in drafting press releases, coordinating interviews, and logistics for press conferences.
- Build press lists and activist lists to target high-priority audiences.
- Grow our archives of photographs, infographics, articles, and handouts and ensure staff can find what they need.
- Tackle questions from the public, research, and trouble-shoot.
- Collaborate with fellow Communications staff, Membership staff, and program heads on special events, videos, and more.
- Help keep the Communications Department running smoothly.

**Qualifications:**

- Great attention to detail and highly organized; a self-starter with strong follow-through; able to track and balance demands of multiple projects on deadlines.

- Proven written and oral communication skills, including proofreading.
- Required skills: Microsoft Office; Adobe Creative Suite; Wordpress or similar web content management programs; major social media platforms.
- Desirable skills include: CRM/email programs (i.e., EveryAction, VAN, MailChimp, Constant Contact); CSS and HTML; Meltwater or similar media management programs; digital photography and videography.
- Previous experience with environmental law and policy, land conservation issues, legislative and legal processes, media relations, and/or grant administration will be highly valuable.
- At least two years relevant work experience, or relevant Bachelor's degree plus substantial volunteer experience, or equivalent mix in nonprofit communications, marketing, and/or environmental policy.
- Interest in CFE/Save the Sound's mission and our conservation and legal work.

**Common Organizational Job Responsibilities:**

- All employees are expected to assist with execution of the annual development plan to support meeting the annual organizational and program goals, such as drafting content for grant proposals and funding requests;
- Maintain positive and productive working relationships with all CFE/Save the Sound staff members. This includes providing and receiving constructive feedback;
- Participate in building productive relationships with CFE/Save the Sound's members, external partners, policy makers, and the general public;
- Participate in organizational meetings and activities as requested, such as monthly staff meetings, trainings, and ad hoc planning committees; and
- Complete all administrative work on time, such as time sheets, purchase orders, project reports, and planning documents.

**To Apply:**

Interested candidates should e-mail a resume, cover letter, and work samples\* to [jobs@ctenvironment.org](mailto:jobs@ctenvironment.org) with the words "Communications Position" in the subject line. The application process will remain open until the position is filled, with preference given to applications received by Wednesday, November 27, 2019.

\*Work samples can be emailed digital files or links to online content. Please include at least 2 examples of different types of written work such as articles, press releases, blog posts, or website content; examples of graphic design, photo, or video work are encouraged.

*CFE/Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status, or any other legally protected status in accordance with applicable federal, state and local laws.*

*This is a temporary, at-will position.*