



Connecticut Fund for the Environment

Save the Sound®

**Ecological Communications Specialist
(Part-time position)
January 16, 2018**

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 and restoration projects to bring people together and to achieve results that benefit our environment for current and future generations. We work with thousands of partners and stakeholders, including elected officials and community leaders, individual citizen activists, volunteers, and members.

Position Description: The Ecological Communications Specialist will work with the Ecological Restoration and Communications teams in CFE/Save the Sound's New Haven, CT office to communicate our projects and the stories they generate to our members, supporters, and the general public, and to implement targeted outreach for on-the-ground ecological restoration and water protection projects around the Sound. The medium for online and print communications will depend on the project, and will include the CFE/Save the Sound website, blog and social media channels, press releases, emails, development of outreach materials and educational signage, project factsheets, brochures, and event flyers.

The ideal candidate is a natural storyteller with a proven ability to communicate persuasively across multiple media platforms—digital, social, print—and with varying levels of formality. The Ecological Restoration Team produces visually exciting projects, so graphic design, photography, and video editing skills would be a big asset to the position. The successful candidate will be a self-starter who works well with a variety of people, and is as comfortable in the field as in the office. They must be at ease synthesizing technical information and communicating scientific language to a variety of audiences. Enthusiasm for protecting and restoring the environment and a willingness to learn is a must.

The Ecological Communications Specialist will work 20 hours/week under the supervision of the Director of Ecological Restoration and the Director of Communications. Work schedule is flexible and contingent upon projects timelines and dates/times for project deliverables. Must be willing to travel to project sites as necessary, including sites that are not reachable by public transit. Occasional evening and weekend hours may be required.

Responsibilities:

- Create compelling content that may include photography, videography, graphic design, and writing;
- Produce materials for use online and in print such as posters, signage, and flyers;
- Serve as liaison between the Ecological Restoration and Communications team;
- Create webpage, blog, and social media content;
- Draft press releases and assist in coordinating site visits and interviews for members of the media;
- Catalog content for future use online, in print materials, and grant applications;
- Assist in planning, promotion, and staffing of public meetings and events related to our projects; and
- Travel to project sites to document our projects, Save the Sound staff, volunteers, and collaborators.

Qualifications:

- Proven communication skills – both written and verbal;
- Bachelors in environmental science/management or substantial demonstrated work experience in field that links science and communications.
- Familiarity with Microsoft Office programs; online tools including major social media platforms (Instagram, Facebook, Twitter, etc.) and Wordpress or equivalent; digital photography and videography; and media relations;
- Strong skills in Adobe Creative Suite and CRM/email programs (i.e., EveryAction, VAN, MailChimp, Constant Contact) a plus;
- Great attention to detail, highly organized, and self-starter, and able to track and balance demands of multiple projects;
- Interest in CFE/Save the Sound's mission and our restoration projects;
- Comfort in and around the water. You will get your feet wet and your hands dirty!

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 restoration@savethesound.org with the words "Ecological Communications Position" in the subject line. The application process will remain open until the position is filled, with preference given to applications received by Friday, February 8, 2019.

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

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 grant driven, at-will position.