



Communications Manager National Ocean Protection Coalition

The National Ocean Protection Coalition (NOPC) is a coalition of more than 50 organizations representing national, regional, and local perspectives from across the United States. We work to create and enhance equitable and effective U.S. marine protected areas – special places in the ocean that help to ensure a healthy ocean for the benefit of people and serve as a refuge for the wildlife that call these underwater places home. By convening people and organizations, we strategically activate our collective power to advance conservation for a healthy ocean. NOPC is committed to reflecting and advancing diversity, equity and inclusion (DEI) throughout its work and it will advance priorities driven by an overarching strategy rooted in inclusion that begins with small, yet meaningful steps for incremental and deep-rooted change.

NOPC is a fiscally sponsored project of Resources Legacy Fund (RLF). RLF builds alliances that advance bold solutions to secure a just and resilient world for people and nature. RLF partners with philanthropy, community groups, government, science, and business to promote smart policies and ensure equitable public funding for the environment, climate change resilience, and healthy communities. Across the American West and internationally, RLF manages complex, multi-year grantmaking programs and fiscally sponsored projects that accelerate change on environmental and equity issues.

Communications Manager

NOPC seeks a highly creative and skilled individual to serve as our first Communications Manager. The Communications Manager is an integral member of NOPC's team advancing the strategic development and implementation of internal and external communications. The Communications Manager's work contributes to general coalition operations as well as campaigns to advance new or enhanced marine protected areas in the U.S. Primary responsibilities for the Communications Manager include managing NOPC social media accounts and website, drafting and editing content and assets for campaigns and projects, managing partner-facing coalition communications, conducting media and reporter outreach, tracking media and news, and performing administrative tasks related to NOPC's communications needs. Because we are a small organization, the Communications Manager is also expected to support a wide variety of tasks and issue areas beyond their primary responsibilities.

Position Summary

- Create and manage communications products to support NOPC initiatives and partners.
- Write and edit high quality partner-facing materials (e.g. partner toolkits, message guidance) and public-facing materials (e.g. press kits, op-eds).
- Manage communication work streams to ensure effective communication within our diverse nationwide coalition of partners and organizations, including drafting weekly newsletters and managing the coalition listserv.
- Advance the coalition's commitment to diversity, equity and inclusion through internal and external communications.
- Lead the NOPC Communications Work Group, which consists of communications staff from partner organizations.
- Manage and grow NOPC's website and social media accounts, encouraging conversations and interactions with stakeholders, partners, and members of the media.

- Manage NOPC's internal member portal and listserv to share information and streamline communications with coalition partners.
- Compile and disseminate newsletters and press clips.
- Develop and maintain a media database, including media, reporter and outreach lists.
- Conduct press outreach including pitching news items and serving as a spokesperson.
- Attend regular staff meetings and team retreats.
- Provide input and feedback on work product, staff development, and office procedures.
- Execute administrative responsibilities as assigned.

The Communications Manager is a full-time, exempt position and reports to NOPC's Program Director. This position is preferably located in Washington, DC, but we will consider candidates working remotely who are based in other locations in the United States.

Qualifications

Note: These qualifications are guidelines, not hard and fast rules, so if you have many of the qualifications listed, we encourage you to apply. Experience can include paid and unpaid experience, including volunteer work that helped you to build the competencies, knowledge, and skills needed for this position. Applying gives you the opportunity to be considered.

- 2-5 years of experience in communication, public relations, political campaigns or demonstrated equivalent experience.
- A Bachelor's degree or equivalent work experience in Communications, Journalism, Political Science, Environmental Studies or related area of study.
- Excellent writing and composition skills. Ability to synthesize extensive information from multiple sources into a lucid, cohesive written product.
- Must demonstrate racial and cultural awareness and a commitment to justice, equity and inclusion.
- Understanding of public relations concepts and tactics, including drafting press releases, building press lists, pitching, and engaging with reporters.
- Experience and strong proficiency with social media platforms like Facebook, Twitter, Instagram and LinkedIn.
- Strong technological skills, including the Microsoft Office Suite, and working knowledge of web-based communications tools and platforms including Canva Pro and Squarespace. Additional skills in data journalism, audio/video production, or GIS welcomed.
- Flexibility in working style, marked by an ability to work closely with a wide range of personality and organization types and teams.
- Exceptional organizational skills and the ability to manage project workflows and juggle multiple tasks under tight deadlines.
- Innovative and solutions oriented – demonstrated resourcefulness and flexibility in approach to project assignments.
- Ability to perform tasks with a high degree of accuracy and attention to detail, as well as anticipate informational needs as situations and projects develop.
- Team player with the ability to step into leadership roles.
- Interest in environmental or conservation issues.

Compensation and Benefits: \$60,000 - \$70,000; salary commensurate with related work experience and qualifications. We offer a comprehensive benefit package including medical, dental, vision insurance, retirement plan, and generous paid time off.

Procedure for Candidacy:

Applications will be accepted on a rolling basis. Review of applications will begin on Tuesday, July 26, 2022 and will continue until the position has been filled. After initial application review, we will reach out to selected candidates for a video interview, which will be followed by a video interview for final candidates. We plan to make a hiring decision by the end of August.

Interested individuals should send a cover letter, resume, and three references **in a single PDF** to: jobs@oceanprotectioncoalition.org

RLF is an equal opportunity employer and welcomes applications from all qualified candidates regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation. We are committed to providing a work environment free from discrimination, where all team members feel valued, respected, and included. We know that our work is enriched by the varied voices and perspectives of every staff, member, and board member, so we are committed to making an earnest effort to recruit, welcome, train, develop, and retain talented individuals from diverse backgrounds. We believe that a diverse and inclusive culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world. Learn more about RLF's commitment to diversity, equity, and inclusion on our website.

RLF requires that employees be vaccinated for COVID-19 prior to visiting or working in an RLF office or conducting any travel or in-person meetings on behalf of our organization. If you are hired for this position, RLF will require proof that you are up to date on COVID-19 vaccinations or have a valid religious or medical reason not to be vaccinated.