Friends of Trees Position Description

Job Title:	Communications Specialist
Status:	Regular, exempt, part-time
Supervisor (position):	Deputy Director
Positions Supervised:	None
Salary:	$16.00 / hour
Benefits eligibility:	Not eligible for full benefits
Hours:	Fairly flexible, approximately 20 hours per week.

Qualifications:
Strong job candidates will have:

- 1-2 years of experience working in a communications related field.
- Excellent organizational and time management skills.
- Proven ability to collaborate and work as a team.
- Skills in coordinating projects.
- Excellent writing skills.
- Experience using Microsoft Word, Excel, Adobe Creative Cloud, Joomla, WordPress, Salesforce, Vertical Response, Google Analytics.
- Experience using Facebook, Twitter and other social media platforms in a business environment.
- A positive, flexible attitude and a sense of humor.
- Passion for our mission.

Description of Duties:
The Communications Specialist will help coordinate and implement external communications across various channels including print, digital, and social media.

Communications Projects

- Coordinate production of print materials for development and program teams, including stationary, forms, letterhead, fliers, business cards, yard signs, posters, etc.
- Manage Facebook and Twitter accounts.
- Help produce monthly email newsletter using Vertical Response.
- Maintain FriendsofTrees.org website including updating content, images, etc.
- Coordinate with Web Developer for more complex website updates and maintenance.
- Coordinate and writes blog content as needed.
- Aid in production of annual report, special event collateral and similar materials.
- Manage paid advertising.
- Coordinate with Strategic Communications Consultant and manage vendors such as printers.
- Help assess and evaluate success of communications efforts.

Administration

- Participates in efforts to improve program and organizational effectiveness and efficiency.

General Staff Duties

- Submits report to board and staff every other month.
- Attends staff meetings and retreats.
- Submits accurate record of time expenses to office manager at end of month.
- Helps keep office workspace, tools, tool room and work vehicles in good condition.
- Other duties as assigned

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