



GREENWICH LAND TRUST

Part-Time, Communications Coordinator

Greenwich Land Trust (GLT) conserves open space, connects our community with the natural world, and inspires the next generation of conservationists. The Land Trust permanently protects and cares for more than 1,012 acres of woodlands, wetlands, orchards, and meadows throughout Greenwich, preserving the ecological integrity, historic character, and scenic beauty of our community.

Job Title: Communications Coordinator

Status: Hourly, Part-time, up to 20 hours per week. Flexible work schedule.

Role: Communications Coordinator is a key member of the GLT team, responsible for developing and executing external brand messaging. The Communications Coordinator will work collaboratively with staff and organizational leadership to develop and implement communication strategies to broaden the impact of Greenwich Land Trust's programs and events, promote organizational mission and oversee overall brand messaging.

Reports to: Executive Director and Development & Events Manager

Responsibilities:

- Collaborate with GLT staff and organizational leadership to develop and implement a strategic communications plan to support the organization's mission, goals and objectives.
- Maintain organizational style guide across all platforms. Ensure accurate and consistent brand messaging on all communication.
- Act as general press contact, and promote GLT programs, events, and accomplishments through press releases, articles, and presentations.
- Help manage GLT website including update events, media, land acquisitions, etc.
- Manage social media in relation to communication and development strategies.
- Draft and disseminate the organization's communications materials to contacts including newsletters, websites press releases, postcards, social media, surveys and special publications.

- Coordinate with Development & Events Manager to update email distribution lists for new members and volunteers.
- Help manage layout and content of publications including monthly e-newsletter and annual hard-copy newsletter and annual report.
- Assist with programs and event preparation and execution including some after hours and weekend events.
- Take photos as necessary to support communications and events materials.
- Other duties as assigned.

Job Requirements & Qualifications:

- BA/BS college degree
- 3 years of experience in the administration of an office environment
- Familiarity with community-based non-profits and a strong commitment to land conservation
- Experience communicating with public and/or media both in writing and verbally.
- Highly organized, accurate, with a strong attention to detail.
- Exceptional written and verbal communication skills, ability to take initiative and work independently.
- Ability to work independently as well as in an office /team environment.
- Ability to handle multiple projects and work independently and efficiently to meet deadlines.
- Ability to represent GLT and interact effectively and professionally with a wide range of organizations and individuals.
- Proficient in Microsoft Office Suite, Constant Contact, WordPress and social media platforms
- Available to work occasional evenings and weekends.

Compensation:

The successful candidate will be offered a competitive hourly compensation package including paid time off and a flexible work schedule. No relocation funding available.

Greenwich Land Trust is committed to a diverse and inclusive workplace. We are an equal opportunity employer and strongly encourage candidates from all backgrounds to apply.

To apply:

Please send your resume with cover letter to Will Kies, Executive Director, at will@gltrust.org.