



Watershed Stewards Academy Part-time Communications Associate

This part-time position will work closely with the WSA staff to implement WSA's communications plan, support Watershed Steward events and outreach and assist with WSA's fundraising activities. The Communications Associate ("Associate") will work with the WSA staff to refine and coordinate WSA communications including e-newsletters, event promotion, social media, web content and hard copy publications. The Associate will assist the Steward Engagement Manager to support Watershed Stewards with outreach events and updated materials. Other tasks include supporting the Executive Director and Board Development Committee with fundraising activities including development events. The Associate will also help to promote and track WSA's programmatic offerings by creating digital content for use across multiple platforms including social media, web, and print. The Associate will report directly to the Development and Communications Manager remotely and in the WSA office located at the Arlington Echo Outdoor Education Center (975 Indian Landing Road, Millersville, MD) as needed.

Below are some examples of the projects and tasks assigned to the Communications Associate.

Communications: The WSA communications plan utilizes e-newsletters, social media posts, press releases, website and various hard copy promotional materials to promote its mission and engage constituents. The Associate will manage the communications goals within Constant Contact, WSA's website and social media. The Associate will ensure all channels have regular activity and relevant content, and that there is ongoing audience engagement.

Content Creation and Development: Produce the monthly e-newsletter by soliciting stories and blog posts from WSA Staff, Stewards, and external constituencies (e.g. program partners, watershed organizations), and organize and write compelling content, integrating pictures and graphics. The Associate will support video and photo documentation of WSA events and programs for use in promotional materials, website and e-communications. Additionally, the Associate will create impactful visuals for use in web and print, including promotional flyers, outreach materials and infographics.

Event Support: The Associate will work in collaboration with the Board and Staff to plan, promote and execute in person and virtual events, including lectures, fundraisers, outreach, networking and volunteer opportunities.

Supporting Steward Outreach: The Communications Associate will support Steward outreach by promoting volunteer and outreach events and providing outreach print materials and supplies for in person events.

Skills and Qualifications:

- At least two years' experience in a communications role
- Excellent oral and written communication skills required, including the ability to clearly articulate the vision and mission of the Watershed Stewards Academy to diverse audiences.
- Proficiency with social media platforms (Facebook and Instagram), Constant Contact, Square Space and working database knowledge required
- Strong organizational and computer skills required. Proficiency with Microsoft Office Suite, G-suite (Google) preferred. The ability to learn new software programs as necessary
- An eye for graphic design; knowledge and/or familiarity with Adobe Creative Suite, Canva, and video editing software
- High attention to detail
- Meets deadlines
- Ability to work independently and efficiently
- Proven organizational ability balancing and prioritizing multiple tasks
- Commitment to supporting the volunteer goals of a diverse range of constituents
- Equal parts humor, integrity, compassion, and patience to address the practicalities of working for a nonprofit

Salary and Benefits: An hourly rate of \$25-35/hour based on experience.

Work Schedule: The work schedule is flexible to include an average of 20 hours per week through December 2023. Evening and some weekend work may be required, but schedule flexibility is possible for regular daytime hours. This position is available for immediate hire.

Work Location: The Communications Associate may work both within the WSA Office at Arlington Echo Outdoor Education Center (975 Indian Landing Road, Millersville, MD 21108) and remotely if desired. The Associate may also travel to Steward projects or events around Anne Arundel County if needed.

To apply, please submit a resume and cover letter using this [form](#).