

**JOB POSTING: Communications Coordinator
Tookany/Tacony-Frankford Watershed Partnership**

Organizational Background

The Tookany/Tacony-Frankford Watershed Partnership (TTF) is seeking a Communications Coordinator to create and implement a communications plan that reflects TTF's mission and constituency, utilizes key social media and grassroots tools to share stories and successes, and evaluates impact.

TTF connects our watershed residents and communities to their creeks. As a non-profit organization, we work across our 30 square mile urban watershed, collaborating with our municipalities and leading our communities through education, stewardship, restoration, and advocacy, with the goal of improving watershed health. Since 2005, TTF has partnered with the Philadelphia Water and Parks & Recreation (PPR) departments to improve Tacony Creek Park, support the *Green City Clean Waters* program, and develop stewardship. TTF is part of the *Alliance for Watershed Education of the Delaware River* and the Delaware River Watershed Initiative, and is increasingly recognized as a leading watershed organization.

We welcome applications from all people regardless of race, ethnicity, gender, and sexual orientation.

Job Description: The Communications Coordinator will work with the Executive Director to advance the goals of TTF by effectively using communication tools and completing other projects as needed. The ideal candidate will have 1-3 years of experience in media relations, marketing, writing, nonprofit communications, social media management, public relations, or a related field.

Major Responsibilities:

- Produce a variety of digital communications including blog posts, calendar/website updates (Word Press), social media content, e-newsletters (Constant Contact), and support online programs.
- Manage the organization's Facebook, Twitter, Instagram, and LinkedIn accounts.
- Work with Executive Director to write press releases and opinion pieces for Philadelphia-area media.
- Provide communications support and training for TTF staff.
- Assume additional responsibilities as needed.

Qualifications:

- Two- or four-year degree in communications, marketing, social media, or related field; or equivalent professional experience in nonprofit communications.
- Flexibility to adjust hours to meet deadlines and needs of the organization, including availability to work occasional evenings and weekends.
- Due to the size of our watershed and Tacony Creek Park, a candidate with a vehicle is preferred. Must be willing to use a personal cell phone when working in the field.

Knowledge/skills:

- Superior writing and research skills.
- Social media competency and creativity (Facebook, Twitter, Instagram, and LinkedIn)
- Excellent internet and computer skills, including Microsoft Office Suite.
- Knowledge of environment, conservation, and water-related issues a plus.
- Video-editing experience a plus.
- Graphic design experience (flyers, social media graphics, etc.)
- Punctual with excellent organizational, time and project management skills with the ability to manage multiple projects, shifting priorities, and meet deadlines.
- Motivated and organized self-starter able to work independently while collaborating with others in the organization.
- Strong professionalism and work ethic with the ability to exercise discretion and maintain confidentiality.

Salary & Schedule

\$42,000 annually. Exempt with health and retirement benefits.

Expected to work 40 hours weekly. Must be willing to work a flexible schedule, with weekend and evening hours.

How to Apply

To Apply: Please send cover letter of interest, resume, and a short writing sample, listing job position in subject line to justin@ttfwatershed.org.

Deadline: April 29, 2024

No phone calls.