

Sustainable Solano

Communication Manager Job Description

Communication manager creates, implements and oversees communication strategy and activities that effectively describe and promote the organization, its mission and programs.

This is a flexible part-time position, reporting to the Executive Director.

Responsibilities:

- Develop narratives, activities, and strategies to increase awareness of, and commitment to the organization's mission and programs
- Manage Sustainable Solano website's structure, design, content, ongoing updates and further development
- Coordinate Sustainable Solano blog; be responsible for content collection/creation
- Prepare press-releases and assist with narrative creation for all programs and projects
- Together with public outreach manager, maintain Sustainable Solano bi-monthly newsletter
- Work with public outreach manager, website developer, graphic designers and the Communication Committee members to develop and implement consistent and effective communication activities and to increase organization's communication and public outreach capacity
- Perform other special projects and communications-related duties as assigned to support communications and public outreach efforts

Qualifications:

Education and/or Experience

Bachelor's degree in Journalism, Public Relations, or Marketing/ Advertising is required, graduate degree preferred; five to seven years of increasingly responsible relevant work experience; active volunteering experience with a grassroots sustainability organization.

Skills, Knowledge, and Abilities:

Passionate about sustainability and grassroots community resilience movement. Must have proficiency in MS Office, desktop publishing, database and spreadsheet software. Experience with website content management systems, email clients, and social media platforms is critical. Strong interpersonal, written, and oral communication skills are required. Must have the ability to effectively prepare and present information to various groups. The ability to work independently or with others to manage multiple tasks with minimal supervision is essential.

Personal characteristics

The Communication Manager should demonstrate competence in all of the following:

Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior is consistent with these standards and aligns with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Keep open channels of communication with team members.

Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Actively participate in Sustainable Solano team meetings and collaborate with other team members. Actively participate in the overall organization's development and management; assist with other programs and activities, when feasible.

Lead: Positively influence others to achieve results that are in the best interest of the organization. Sustainable Solano is striving for democratic management of the organization; authentic leadership practiced by all team members is crucial to the success of this approach.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization and its mission. Timely consult team members and program's stakeholder, if needed.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Compensation: \$25/hour, 10-15 hours a week.