

# STAND FOR THE REDWOODS

STAND FOR THE FUTURE

100 YEARS IS JUST THE BEGINNING

## Communications Assistant

We are looking for an energetic and collaborative individual with excellent interpersonal and communication abilities and a passion for the great outdoors to be our Communications Assistant. Is this you?

One of the nation's oldest conservation organizations, **Save the Redwoods League** is celebrating **100 years** of protecting and restoring redwood forests, connecting generations of visitors with the beauty and serenity of the redwood forest. Our 19,000 supporters have enabled the League to protect more than 200,000 acres of irreplaceable forest and help create 66 redwood parks and reserves.

The **Communications Assistant** supports the Chief Communications Officer (CCO) as well as provides general back-up support to the Marketing & Communications Team. The Communications Assistant is an integral member of our team serving as a liaison between Marketing & Communications (MarComm), other League departments, and our constituents.

### ESSENTIAL DUTIES:

#### *Chief Communications Officer (CCO) Support:*

- Supports the CCO in the fulfillment of departmental duties; coordinates budget preparation for the department; maintains files, staff meeting presentations, Board meeting materials, etc.
- Manages the daily operations of the CCO's office; manages the calendar; secures appointments with staff, public officials, potential donors, landowners, media, partners, community members, and other members of the public
- Makes travel arrangements for CCO and the MarComm Team
- Prepares meeting agendas and materials; provides reports; creates presentations; takes/prepares meeting minutes
- Drafts correspondence and other communications
- Manages contract routing; processes incoming mail and invoices; compiles expense reports

#### *Marketing & Communications Department Support:*

- Provides general back-up support to the MarComm Team
- Schedules meetings with internal and external parties; makes travel arrangements; processes incoming mail and invoices
- Manages department deadlines; coordinates and tracks the fulfillment of departmental materials such as budgets, presentations and Board materials



- Oversees file maintenance; serves as point of contact for Data Safe off-site file storage and ACDSee photo library
- Researches communications trends and technology
- Creates PowerPoints and written reports/documents; edits/formats documents
- Provides event support for other departments, as needed; assists with event logistics and preparation; makes travel arrangements; coordinates outside vendors with food/event catering; organizes transportation; produces agendas and manages invitations
- Assists with special projects; coordinates with MarComm Team to engage volunteers and community members

***Marketing & Communications Liaison for League Staff and Outside Constituents:***

- Serves as point of contact between the MarComm Team and other departments
- Serves as point of contact between the League and outside parties
- Fields inquiries made by external constituents; follows up when necessary
- Coordinates the collection and dissemination of information on project status for internal planning and reporting meetings
- Serves as front desk reception back up

**QUALIFICATIONS:**

- Bachelor's degree or comparable experience
- Minimum one year of experience providing administrative support
- Strong commitment to Save the Redwoods League's mission
- High proficiency with Microsoft Office (Outlook, Word, PowerPoint & Excel); experience with Google Apps (Drive, Docs, Sheets, Hangout) preferred; Prezi, ACDSee, Adobe Photoshop and Raiser's Edge, a plus
- Organized and efficient; manage/coordinate substantive aspects of multiple projects and budgets with competing priorities; impeccable attention to detail; able to meet stringent time constraints
- Proactive self-starter; able to develop solutions to complex matters independently as well as on a team
- Strong research, verbal, written and interpersonal communications skills
- Customer service (especially phone) experience highly desirable
- Occasional weekend and evening responsibilities
- Occasionally lifts, carries, and moves objects weighing up to 30 pounds
- Occasionally required to hike through forest land while working off-site; walk on uneven ground
- Valid driver's license and safe driving record

**TO APPLY:**

Please submit your resume and cover letter, including salary expectations, attached as Word documents to: [Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org). **Please put "Communications Assistant" in the subject line of your e-mail.**

**NO CALLS PLEASE**...we are busy protecting redwoods.

*Save the Redwoods League is an Equal Opportunity Employer. Recruiting and retaining a diverse workforce is a high priority.*