



## Communications Assistant, Save the Redwoods League

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

For over 100 years, **Save the Redwoods League** has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org).

The **Communications Assistant** provides essential administrative support to the **Chief Marketing and Communications Officer (CMCO)**. As our **Communications Assistant**, you'll also serve as a liaison between the Marketing and Communications and other League departments as well as our outside constituents.

***We provide excellent benefits including paid vacation, sick time, medical, dental, transit benefits, life insurance and a generous 401K!***

### **Responsibilities:**

#### ***Supporting the Chief Marketing and Communications Officer:***

- Supports the CMCO in the fulfillment of departmental duties: coordinates budget preparation; compiles and submits expense reports; maintains files; finalizes staff meeting presentations; prepares Board meeting materials; manages the calendar; secures appointments with staff, public officials, potential donors, landowners, media, partners, community members, and other members of the public
- Prepares meeting agendas and materials/reports; creates presentations; takes/prepares meeting minutes and follows up on action items; drafts correspondence and other communications

#### ***Supporting the Marketing and Communications Teams:***

- Provides support to the Marketing and Communications teams; schedules meetings; makes travel arrangements; processes incoming mail and invoices; assists with completing expense reports
- Oversees the department's stored materials; serves as the point of contact for staff and contractors with the materials
- Assists with vendor contracts and associated materials for approval; assists with issuing work orders and submitting invoices for payment
- Coordinates department deadlines; tracks the materials such as budgets, presentations, and Board materials
- Oversees file maintenance; serves as point of contact for file storage and photo library
- Researches communications trends and technology; creates reports; tracks publication production
- Assists with special projects; engages volunteers and community members
- Provides event support; sets up meetings; makes travel arrangements; organizes catering; produces agendas and manages invites

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

- Serves as point of contact between the Marketing and Communications Team, other departments, 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 meetings

### **QUALIFICATIONS:**

- Commitment to Save the Redwoods League's mission
- Minimum one year of experience providing administrative support

- Proficient with MS Office (SharePoint, OneDrive, Teams, Outlook, Word, PowerPoint & Excel); Adobe Creative Cloud programs is a plus
- Cultural competency and ability to communicate and interact with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable
- Organized and efficient; manage/coordinate multiple projects and budgets with competing priorities; impeccable attention to detail; able to meet deadlines
- Proactive self-starter; able to develop solutions to complex matters independently as well as on a team
- Strong research, verbal, written and communications skills; excellent customer service skills
- 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 BE CONSIDERED:**

Please email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to [Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org) with "Communications Assistant" in the subject line.

*NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!*

*Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our*

*[Diversity, Equity, and Inclusion](#) initiatives.*