



TRUSTEES FOR ALASKA

PROTECT | DEFEND | REPRESENT

Position Title: Communications coordinator
Supervisor: Communications Director
Position Status: Full-time, Non-Exempt

General description of position:

The communications coordinator will create and distribute written and visual content via the Trustees' newsletter, website, and social media platforms. This work will include building written and visual materials, supporting clients with their communications, contributing to coalition communications, responding to reporter inquiries, and helping with outreach events and development work. The position's role includes, but is not limited to, the following work:

- Create and post social media (Facebook, Instagram, Twitter).
- Interpret analytics and data, and evaluate results to strengthen, grow and build engagement.
- Take and edit photos and do basic graphic work for use across digital media platforms.
- Support outreach and fundraising campaigns by helping with event coordination and promotion, and creating and promoting digital content around giving days, appeals, and other development work.
- Write press pieces and newsletter content that builds visibility for and supports the goals of Trustees and its clients and partners.
- Help build or implement campaigns and communications plans that support organizational, client and coalition goals.
- Oversee the management of Trustees' photo library and media tracking.
- Do website maintenance and build website pages and content as needed.

Skills and experience

This opportunity requires knowledge of Alaska issues, and a commitment to social equity and racial justice, along with an eagerness to understand how these issues play out in communities impacted by pollution, industrialization, and the climate crisis. Qualifications include:

- Experience communicating ideas, concepts, and stories through digital media platforms.
- Two years of experience doing communications work in a professional setting.
- Experience writing content as public messaging and/or for online publication.
- Knowledge of and experience with WordPress and Google analytics; experience with Constant Contact is helpful, not required.
- Basic visual design and messaging skills and experience through platforms like Canva or Adobe Suite.
- Knowledge of how to use quantitative and qualitative measures to improve future content.
- Understanding and sensitivity to confidential information and unique attorney/client relationships.
- Strong interpersonal skills and the ability to foster and work within a collaborative team.
- Good time management skills and ability to undertake and complete projects and tasks.

Working Conditions:

- 40-hour work week, with additional night and weekend hours (rarely), as necessary;
- Dog- and bike-friendly office;

- Supportive work environment; and
- Possible travel, including to remote areas of Alaska.

Salary and benefits

This is a full-time position with benefits that include holidays, paid leave, sick time, and medical/dental/vision, and opportunities for professional training and growth. The salary range is \$47,000–\$52,000.

How to apply

- Send an email with a resume and cover letter to Ashley Boyd at aboyd@trustees.org.
- Include samples of content you've produced in a professional setting.
- Put “communication coordinator” in the subject line of the email.

Trustees is an Equal Opportunity Employer

We commit to equity, diversity, and inclusion, and are an equal opportunity employer. We value the varied life experiences all people can bring to our work. We make employment decisions based on organizational needs, job requirements, and individual skills and qualifications. We prohibit harassment and discrimination of any kind, including related to race, sex, age, culture, ethnicity, gender identity and expression, nation of origin, languages spoken, parental status, veteran's status, color, education, religion, medical history, disability, and sexual orientation. Respecting each other is an integral part of our organizational culture, and we cultivate a work environment that recognizes the strength of diversity and the contributions everyone can bring to our mission. We make gratitude, kindness, and a supportive work environment central to the way we work together.