



JOB ANNOUNCEMENT

CONTENT WRITER AND COMMUNICATIONS COORDINATOR

SALARY

\$31-\$33/hour, depending on qualifications

BENEFITS

Sick Leave
Vacation
10 Paid Holidays
100% Employer Paid Health, Vision,
Dental Insurance

HOURS

Part time: 24-32 hours per week

TERM OF EMPLOYMENT

12 months, with the possibility of extension

LOCATION

Washington State

Yakima Office or remotely, anticipate 5% travel.

If remote work is requested, preferred location is within two hours of Yakima, Ellensburg, or Wenatchee, Washington

Application Due: March 20, 2024

TO APPLY

Submit a resume, one page cover letter, and three professional references to:
Hilary Lundgren, Executive Director at
hilary@washingtonrccd.org

ABOUT US

The [Washington Resource Conservation and Development Council](#) (WRCD) is a statewide 501(c)(3) nonprofit organization.

Our vision is for Washington's communities and landscapes exhibit resilience in the face of environmental and economic issues. Our mission is to empower communities by equipping them with the tools, resources, capacity, and connections necessary to adapt to the changing world.

We serve to support place-based leadership in community fire adaption, landscape restoration, and salmon habitat restoration. We partner with local organizations and state and federal entities to support community-based initiatives through facilitation, project management, technical assistance, training, planning, grant-making, and community-building.

OUR VALUES

Every team member who joins the WRCD is expected to embody WRCD's [Values and Commitment to Equity](#).

ABOUT THE ROLE

The Communications Project Manager will work with WRCD staff and partners to manage and develop content for online platforms and program materials related to wildfire and prescribed fire. This position will curate written resources and facilitate the development of resource-centric websites, newsletters, resource guides, and externally facing communications collateral.

The WRCD is an equal opportunity provider and employer.

RESPONSIBILITIES

- Develop content for various platforms, including website, social media, and email campaigns.
- Collaborate with internal teams, external partners, and contractors to understand project objectives and translate them into effective communications and resource collateral (examples include resource guides, fact sheets, case study summaries, etc.).
- Work with community wildfire practitioners to garner their expertise to develop resources for others supporting wildfire preparedness, response, and recovery efforts.
- Work with WRCD program managers and contracted web-developer to identify and provide content for at least two new websites.
- Update and maintain content on the [Washington Fire Adapted Communities Learning Network](#) and WRCD website (new site coming soon).
- Share, update, and maintain content and resource library on an online networking platform (Mighty Networks).
- Support WRCD staff in the development, review, and editing of program related materials.
- Manage communication projects from inception to completion, including timeline development, resource allocation, and stakeholder coordination.
- Ensure brand consistency and adherence to style guidelines across all communication channels.

REQUIRED QUALIFICATIONS

- Bachelor's degree in communications, marketing, journalism, or related field.
- Proven experience in content writing and communications project management, preferably in natural resources.
- Exceptional writing, editing, and proofreading skills with a keen eye for detail.
- Strong project management abilities, including the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Excellent interpersonal skills and ability to collaborate effectively with teams and partners.

DESIRED APPLICANT ATTRIBUTES

- Commitment to diversity, equity, inclusion, and justice
- Ability to learn, understand, and communicate about wildfire disasters, preparedness, recovery; forest and landscape restoration; and community wildfire resilience topics.
- The candidate should bring a strong sense of self-initiative, organization, and passion for working with people.
- Practiced writing, speaking, reporting.
- Experience working remotely and with a remote team.
- Demonstrates experience in drafting written materials to synthesize and share information, outcomes, and best practices.