



## Chesapeake Bay Trust Communications Associate

The Chesapeake Bay Trust, a non-profit grant-making organization that promotes public participation in the restoration of the Chesapeake Bay and its tributaries, seeks a qualified candidate for the position of Communications Associate. The Communications Associate will play an important role in communicating the Trust's mission and activities to diverse and growing audiences. Focus areas include: web content creation and management, newsletter production, email outreach to constituents, media outreach, mailing and email list management, desktop publishing, graphic design, and coordination and staffing of outreach events.

### Responsibilities:

- Report to the Trust's Director of Development and Communications and work closely with the rest of the staff in communicating about the organization's mission, programs, awards, and grants.
- Work with Trust staff, organizational partners, and external consultants to maintain schedule for print, email, and web communications.
- Draft press release, conduct media outreach and track press coverage.
- Consolidate and maintain Trust's media and stakeholder contact database.
- Manage and update Trust's web and social media sites, including:
  - [www.cbtrust.org](http://www.cbtrust.org)
  - [www.chesbayfunders.org](http://www.chesbayfunders.org)
  - [www.bayplate.org](http://www.bayplate.org)
  - Facebook and Twitter sites
- Design and compose print materials, including brochures and annual report.
- Coordinate composition and distribution of monthly e-newsletter.
- Serve as staff photographer and develop and maintain photo library of Trust activities for outreach and promotional purposes.
- Work with staff to identify, frame, and create profiles of exemplary grant projects and community stewardship efforts.
- Assist with coordination and execution of press, outreach, and fund-raising events.
- Act as Trust representative at outreach events statewide.

### Skills and Qualifications

- Bachelor's degree, communications or related field.
- 1-3 years professional work experience in communications.
- Knowledge of environment, sustainability, and community engagement issues desired.
- Strong writing, graphic design, media outreach, and web content production and management experience.
- Demonstrated ability to work effectively with deadlines.
- Experience with web and email communications tools required; experience with new media technologies, such as blogs and online social marketing strongly preferred.
- High-energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative required.

- Strong organizational skills and ability to keep up-to-date records.
- Strong computer literacy is essential: MS Office; Access (or similar database); Adobe (Photoshop); familiarity with content management systems.
- Experience with IT troubleshooting, photography, and videography preferred.
- Some travel required (statewide), with some weekend hours.

**Salary:** low to mid-thirties with excellent benefits package.

**To Apply, please submit:** Please email cover letter, resume, and short writing samples (preferably communications and/or PR-related rather than academic) to [hadams@cbtrust.org](mailto:hadams@cbtrust.org) and include “Communications Assoc.” in the subject line of the email.

**Application Deadline:**

Open until filled

The Chesapeake Bay Trust is an Equal Opportunity Employer and is committed to a diverse and inclusive workplace.