



## Communications Coordinator

**The Schuylkill Center for Environmental Education**, a leading environmental education provider for the Philadelphia region, seeks a communications professional to coordinate our communications, marketing, and public relations efforts in support of the Center's mission of connecting people and nature.

This is a part-time (20 hours/week) hourly position with some benefits, including vacation and a flexible schedule. The Communications Coordinator reports to the Director of Communications and is responsible for coordinating and managing the Schuylkill Center's various digital engagement platforms and assisting in broad communications campaigns.

### Essential Duties and Responsibilities

- Routine website management;
- Social media management: work with the Manager of Communications and Digital Strategy (Supervisor) to develop and implement strategies and campaigns for social media; host monthly, inter-departmental social media meetings; develop and publish content and manage content strategies on social media channels; monitor and respond to comments on social media as needed
- Blog management: support the Supervisor in developing and implementing strategies and campaigns for the blog, manage comments, work with the Supervisor to prepare and publish blog posts from staff and guest writers;
- Coordinate program outreach through digital platforms, including researching and reaching out to contacts, submitting events to listing websites, managing the online event calendar, and supporting staff in developing communications for digital communication;
- Manage email marketing including planning, developing, and sending emails, updating and managing lists, and evaluating campaigns;
- Regular digital engagement reporting;
- Other responsibilities as needed or assigned.

**Qualifications and Requirements:** The successful candidate will have strong verbal communication, visual sensibility, and excellent writing/editing skills. A passion for the Center's environmental mission is a plus. Experience in or willingness to learn Adobe Creative Suite, email marketing, social media management, and website CMSs is useful.

### Compensation

This is a part-time position at \$13-15 per hour depending upon experience

**To Apply:** Please send a cover letter and resume to Amy Krauss, Director of Communications at [akrauss@schuylkillcenter.org](mailto:akrauss@schuylkillcenter.org)