



Watershed Education Network

Growing the next generation of watershed stewards

PO Box 9201
802 East Front Street
Missoula, MT 59807

406-541-9287
water@montanawatershed.org

Job Title: Communications Coordinator

Hours/rate: 15 hrs/week \$12/hr

Overview:

Communications Coordinator will work with Executive Director, Stream Team, Citizen Science Coordinator, and other staff to provide the needed communications for Watershed Education Network (WEN). This includes: document and publicize events through flyers/pamphlets, social media, newsletter, contact with news personnel, etc. The goal of this position is to keep the public aware of ongoing WEN activities and programs, and to promote the mission of fostering watershed awareness through science and outreach. Can work remotely if needed.

Skills & Competencies:

- Enthusiasm for science and education
- Experience with Microsoft Office Suite, Google Suite
- Experience effectively engaging with the public on multiple social media platforms, including (but not limited to) Facebook and Instagram
- Can clearly communicate needs and timelines
- Skill in a variety of writing styles, including creative storytelling, informational, and nontechnical science writing
- Adaptable to new forms of communication

Duties:

- Maintain social media presence of WEN activities, watershed and citizen science-related news on Facebook, Instagram, and Twitter
- Create guidelines and templates for all communications processes (social media, newsletter, etc.)
- Draft periodic newsletters in collaboration with Executive Director using ConstantContact
- Manage storage of photos and other WEN media
- Manage the WEN blog - writing, sharing, and receiving blogs from volunteers
- Coordinate with Website Manager (Brook Bauer) to tell WEN's story through photos, blogs, text, website aesthetic, etc.
- Communicate with news contacts about newsworthy events and write press releases
- Create flyers, photo presentations, and other visual communication documents as needed
- Attend programs and events as needed to take photos and notes
- Respectful engagement with volunteers to collect quotes, interviews, and blogs
- Follow procedures and safety protocols in the field, office, and at all events

Apply by sending your Cv and Resume to Deb@montanawatershed.org

Have any questions about the position? Give us a call at (406) 541 - 9287

Learn more about WEN's work by visiting our website at www.montanawatershed.org