



The King Conservation District is seeking a highly qualified

Communications Coordinator

Overview

King Conservation District (KCD) has a full time opening for a Communications Coordinator. This position reports directly to the Engagement Director and is KCD's primary storyteller.

The successful candidate will be skilled in techniques of news and feature writing, grammar, editing, composition, layout of informational publications, graphic arts, and printing methods, materials and supplies. They will be creative and passionate about conservation of natural resources and will possess a high degree of literacy around resource conservation practices, history, and policies.

Communications Duties

- Manage and execute high level/high profile communication about KCD programs and services to a broad array of general and target audiences through a variety of media, such as Facebook, Twitter, Instagram, Mailchimp, etc.
- Interview internal and external stakeholders, including elected officials, for articles both published by KCD and distributed to local, regional, and national media.
- Collaborate with staff to update and maintain program information on the KCD website.
- Photograph events and projects for publication in KCD's monthly online newsletter and website and on social media.
- Manage, publish, and distribute KCD's monthly newsletter and track effective reach of the publication through online analytics.
- Communicate with clarity and passion to a wide range of audiences, including current and prospective stakeholders and supporters.
- Prepare written and electronic communications, including the organization's annual report and other reports required by law and custom.
- Produce brochures, event collateral, promotional materials, program flyers, branded materials, press releases, etc.

- Develop standard graphics and templates for consistent agency communications.
- Track and analyze website and social media pages and trends for marketing. Recommend strategies for online communication improvements based on analyses.
- Prepare monthly and quarterly report for Engagement Director, Executive Director, and Board.
- Work with staff to market ongoing public events, *e.g.* farm tours, volunteer events, workshops and KCD's annual Native Plant Sale.
- Work with Outreach Coordinator to arrange interviews, speaking engagements and other public appearances for agency staff.
- Prepare written correspondence and presentation for the Executive Director.
- Support the development of a media plan with Engagement Director and Outreach Coordinator.
- Develop meaningful, effective, and timely materials to support engagement with King County councilmembers, member jurisdictions and the Washington State Legislature.
- Other duties as assigned.

Knowledge, Skills and Abilities

- **Required:** Bachelor's Degree with major course work in marketing, communications, or journalism. Masters preferred.
- A degree in sustainability, or a related field and increasingly responsible experience in understanding regional environmental issues facing the Puget Sound region may be considered.
- Proficient in photography/videography/editing/social media/website maintenance.
- A high level of computer literacy required, including familiarity with database and design software.
- Demonstrated experience in online content development and data analytics.
- 4+ years of engagement with local food economy and sustainability issues.
- 2+ years of experience in engaging local and state public officials.

Strong knowledge of:

- Techniques of news and feature writing.
- Sustainability topics, policies and practices.
- Editing, composition, and layout of informational publications.
- English grammar, punctuation, spelling, and diction.
- Graphic arts and printing methods, materials and supplies.
- Techniques for providing public information and outreach programs.

Ability to:

- Communicate effectively in written and verbal form with varied audiences.

- Write clear and interesting news releases, articles, and other educational and informational material.
- Interact well with citizens, citizen groups, representatives of other cities and government agencies, news media representatives, and city employees.

Working Conditions

Work is performed in office settings, frequently at other public locations for community meetings. May be required to work beyond normal working hours to attend evening and weekend meetings. This position requires occasional lifting of objects up to 30 pounds such as audio/visual equipment.

KCD offers a comprehensive benefits package which includes medical and dental, a nominal life insurance policy with the option to increase coverage at the employee's expense, and participation in the State of Washington's Retirement System (PERS).

Salary

DOE

Location

KCD 1107 SW Grady Way, Suite 130, Renton WA 98057

To Apply Submit a resume and a letter of interest outlining your job skills and qualifications for this position to jobs@kingcd.org open until filled.