



Communications Coordinator

(1 Year AmeriCorps Position, September 9, 2024 – August 30, 2025)

Milwaukee Riverkeeper

Job Description

Background

Working for Milwaukee Riverkeeper...

At Milwaukee Riverkeeper® we're looking for more than just a person to fill a desk. We're seeking team members that share our passion for healthy rivers and strong communities. If you want to become a part of our team, you will be empowered to work the way you work best. Your voice is important, you'll help shape the role you're in and the future of our organization. From the top down and the bottom up, we're more than just a workplace, we work together, and play to win!

Position Description

As the Communications Coordinator you'll be helping to reach more community members by planning, and designing internal and external communications. You'll get hands-on experience working in each program area, helping to support a swimmable, drinkable fishable future for the Milwaukee River Basin. We value our volunteers, and supporters. You'll help keep their excitement alive and engage new audiences.

Your work is an important piece of our organization and is actually a part of something much bigger. By distilling information about the health of our waterways, you're helping to provide transparency to the public about local resources. Social Media is a critical tool in collecting information from our followers on the health of our rivers.

Responsibilities

- Assist the Creative Director in executing digital marketing and communications strategies
- Work with program staff to develop the recurring program and event communications
- Draft and post content to Milwaukee Riverkeeper's social media channels
- Moderate Milwaukee Riverkeeper channels, and respond to community concerns.
- Work with staff to distill technical information in an easy-to-understand way to the general public
- Assist with the creation and distribution of marketing publications
- Represent Milwaukee Riverkeeper at community events as needed to collect photos
- Track and organize Milwaukee Riverkeeper outreach and tabling efforts
- Recruit volunteers to help support outreach and engagement efforts
- *Milwaukee Riverkeeper employees need to be flexible and may be asked to take on additional duties based on the organization's needs and the staff member's skills and abilities.*

Qualifications

The successful candidate may have the following qualifications:

- Associates degree or higher preferred, or equivalent experience
- Strong attention to detail and interpersonal skills

- Excellent written and verbal skills
- Comfort and understanding of various social media platforms
- Understanding of Adobe Creative Suite, Canva, and/or basic design principles
- Experience in photography, videography is a plus
- Ability to resolve routine problems independently
- Ability to prioritize work according to the organization's needs
- Willingness to work occasional weekends and evenings
- Valid driver's license
- Must be able to attend mandatory AmeriCorps orientation September 9-13, 2024.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be willing to work outdoors in a variety of weather conditions.

Other

This list of essential responsibilities and requirements is not intended to be exhaustive. The Milwaukee Riverkeeper team needs to be flexible and may be asked to take on additional duties based on the organization's needs and the team member's skills and abilities. Milwaukee Riverkeeper reserves the right to revise this job description, as needed.

AmeriCorps Details:

This is a full-time AmeriCorps position. Members must commit to a year of service. Members must complete 1700 hours of service, averaging 34 hours per week from September 19, 2024 – August 30, 2025.

AmeriCorps Members receive a monthly living allowance (approx. \$827 gross pay every two weeks), health insurance, child care assistance, and an educational award (\$7,395) after successful completion of a year of service.

Equal Opportunity Employer:

Our rivers flow through, and unite, a diverse myriad of communities. Milwaukee Riverkeeper is committed to working towards equity and inclusion in all we do to protect, restore, connect with, and advocate for our waterways. Diversity, equity, and inclusion strengthen our organization's ability to advance environmental justice and we believe that all people should see themselves reflected in our work. Milwaukee Riverkeeper is an Equal Opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, marital status, age or veteran status and hires in accordance with state and federal law.

To Apply

Submit resume and a cover letter, including a short description of why you are interested in this position and why you think you'd be a great fit for Milwaukee Riverkeeper to jobs@milwaukeeriverkeeper.org
Attention: Hiring Committee.

We will be reviewing candidates on a rolling basis until the position is filled. For more information about Milwaukee Riverkeeper, visit www.milwaukeeriverkeeper.org.