Job Opportunity Notice

Media Specialist and Writer

Russian Riverkeeper (Healdsburg, CA)

Russian Riverkeeper, a dynamic river conservation organization founded in 1993 is seeking a highly motivated individual to join our team as Media Specialist and Writer. Russian Riverkeeper is in need of a talented writer who is experienced in electronic media to create compelling social media content, website copy, monthly newsletter, press releases and fundraising appeals. Your goal will be to engage the community in RRK's river conservation work and elevate our organizational awareness in the community. It's your river, we protect it and you can help in that effort!

Responsibilities

- Develop written content for external communications for community outreach, education and to support our development activities to implement our communications plan
- Collaborate with RRK staff on developing innovative and compelling content for the website, social media or press releases to maintain and grow readership
- Analyze data and research best methods to increase traffic and donations
- Prepare monthly newsletter to donors and volunteers and manage email lists
- Publicize RRK events and program work to the community
- Support the Development Committee/ ED with content for grants and press releases

Qualifications and Experience

- Bachelor's degree in English, Journalism, Communications or related field or 5 or more years experience in content writing
- Excellent writing skills and ability to translate complex information for various audiences
- Ability to communicate and collaborate effectively with other RRK staff and constituents
- Ability to meet deadlines while working independently
- Strong attention to detail
- Experience with Wordpress, Photoshop and social media platforms

Physical Requirements

The job requires typical office environment work (sitting at a computer, on phone, etc.) and use of standard office equipment. Ability to travel to various meetings and sites throughout the watershed is occasionally needed.

Position Details

This is a regular, part-time staff position and is eligible for some RRK benefit programs. The starting salary is competitive, negotiable and is based on experience. This position reports to the Executive Director. The position is open now.

To apply

Please send a cover letter, your resume and list of references to jobsrrk@sonic.net with the subject line: "Media Specialist – last name, first name". Applications will be considered on a rolling basis until the position is filled.

An Equal Opportunity Employer

Russian Riverkeeper is an equal opportunity employer and highly values diversity. RRK maintains a policy of non-discrimination in regard to age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity, or any other class protected by applicable state or federal law. Women and people of color are strongly encouraged to apply.

About Russian Riverkeeper:

Russian Riverkeeper's mission is to serve all communities by restoring and sustaining the health of the Russian River. We accomplish our mission through our Advocacy, Education and Clean River Alliance programs. Riverkeeper is a local non-profit corporation based in Healdsburg with operations throughout the Russian River watershed and is supported by grants and donations. Russian Riverkeeper is a proud member of the international Waterkeeper Alliance and California Coastkeeper Alliance. Learn more at the www.russianriverkeeper.org and check us out on Facebook and Twitter.