



## **COMMUNICATIONS COORDINATOR**

**Lynnhaven River NOW** is the leading environmental non-profit organization in Virginia Beach and is dedicated to substantially improving water quality in all our waterways and protecting our natural areas. To reach this goal, we are working

- (1) to identify and reduce sources of pollution including nutrients, sediment, bacteria, toxins, and marine debris in our waterways;
- (2) to educate and engage the community and partner organizations in restoring and protecting our waterways and natural areas; and
- (3) to restore vital habitats such as wetlands, living shorelines, native plants, oyster reefs, our tree canopy, forests, and riparian buffers that filter polluted runoff, reduce flooding, improve water quality, and protect wildlife.

We are a dynamic organization meeting the needs of the Virginia Beach community. This is the right place for you if you desire to work with a dedicated and committed team, learn new things, and make a positive difference in your community.

### **Communications Coordinator's Responsibilities include:**

- Management of the LRNow website.
  - Keep events, volunteer opportunities and other timely items updated regularly.
  - Work with the program staff to create new content for the website.
  - Update content for all program areas on the website as needed.
  - Work with the Communications Team to determine priorities for website organization.
- Post regularly on LRNow social media sites.
  - Work with the staff to highlight programs and events on social media.
  - Attend events and take photos for website and social media use.
  - Work with the Communications Team to determine priorities for social media posts.
- Create and distribute the weekly electronic newsletter.
  - Work with the staff to create the content for the weekly newsletter.
  - Design and publish the newsletter.
- Publish the weekly blog, Nature Notes.
  - Work with the blog author on content ideas for the weekly blog.
  - Edit and publish the weekly blog to our website.

- Write articles as requested for civic league newsletters, neighborhood magazines, and other publications.
- Work with the Executive Director and the Development Director to develop print materials and social media posts for fundraising campaigns.
- Work with staff in program areas to create program materials, both digital and print, that reflect our LRNow brand.
- Schedule and facilitate meetings with our Community PR Committee.
- LRNow Teamwork
  - Meet weekly with the Communications Team.
  - Work collaboratively and respectfully with all LRNow staff.
  - Attend monthly staff meetings and other staff trainings. Provide a short written report prior to each monthly staff meeting.
  - Assist with all-staff events and projects.
  - Assist with other tasks as assigned.

**Desired Skills include:**

- Excellent communication skills, written and spoken.
- Communications work experience, ideally with a non-profit organization but not required.
- Experience with Canva, Adobe, Photoshop or other editing/design software.
- Ability to work collaboratively with partners and fellow staff.
- Excellent organizational skills.
- Desire to work with a dynamic organization in a key role.

**Application process:**

LRNow offers a benefit package including a health savings account, 401(K), paid leave and vacation, professional development opportunities, mileage reimbursement, and a clothing stipend.

Please send a cover letter and resume to Karen Forget at [Karen@LRNow.org](mailto:Karen@LRNow.org). Any questions can be sent to [Karen@LRNow.org](mailto:Karen@LRNow.org) or 757-962-5398.

Applications are due by January 12, 2024, but we will continue to accept applications until the position is filled.