



# THREE RIVERS WATERKEEPER®

## JOB ANNOUNCEMENT

**POSITION:** Communications Manager

**REPORTS TO:** Executive Director and Director of Community Programs

**HOURS:** FTE, 40 hours per week,

**ANNUAL SALARY:** \$45,000 - \$50,000 per year

**BENEFITS:** Benefits include Monthly Healthcare Reimbursements; up to a 3% retirement plan match; 30 days of PTO per year; all staff end-of-year slow down between December 25th and January 1st where our office is closed; \$40 reimbursement per month for cell phone usage; flexible work-life balance.

**LOCATION:** The position is based in Pittsburgh, PA with a combination of remote/office/field work environment. Typically, our team spends Tuesdays in our office located at 800 Vinial Street, Suite B314, Pittsburgh, PA 15212 with free parking on-site.

**General Job Description:** The Communications Manager will be responsible for overseeing the development and implementation of both internal and external communication strategies from a team-based approach. Their duties include managing external communication channels including social media platforms, organizational website, media relations, and newsletters. Additional duties include assisting with writing and editing grant applications and reports, memos, external communications and adhering to a company's brand by publishing content and marketing materials.

### POSITION RESPONSIBILITIES:

- Create and manage digital and printed communication schedules
- Write and edit external communications
- Produce email campaigns, soliciting content from internal sources, and manage review, testing, and sending
- Create and execute social media campaigns for key days, themes, and priority upcoming content
- Manage and review content for organization's public-facing website, update with fresh content on a regular basis
- Track, measure and report effectiveness of communication programs, marketing campaigns and events
- Promote new content, key pages, and calls-to-action across channels. Position content to target different segments and to fit the format and publishing requirements of each platform
- Assist in Grant writing and reporting

- Seek regular opportunities to engage with major foundations, corporate donors, and other organizations on social media and curate up-to-date lists of key accounts
- Coordinate and support communications projects, outreach, and products as needed
- Maintain an internal calendar of communications and assist the Executive Director with internal communications.
- Assist in budget development for organizational marketing and communications efforts
- Other duties may be assigned
- **Must be able to attend occasional evening and weekend events**

**DESIRED QUALIFICATIONS:**

- Commitment to fostering an anti-racist, non-discriminatory work environment
- Commitment to authenticity, including not using AI
- Strong attention to detail with a team-based approach
- Willing to accept and incorporate feedback from all staff
- Commitment to the mission, vision and positions of Three Rivers Waterkeeper
- 3-5 years of relevant experience with nonprofits and communications
- Knowledge of best practices for writing and publishing on different platforms
- Must be a strong communicator, have excellent written, presentation, oral communications and interpersonal skills
- Must be a creative and strategic thinker with good judgment and ability to make independent decisions in a changing environment
- Ability to manage time, deliverables and meet deadlines
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Computer skills including experience with Google Workspace and Zoom
- Willingness to learn new technology platforms, such as ASANA, CANVA, Flipcause, etc

***We encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage women, BIPOC and disabled applicants and value the positive impact that difference has on our teams. We are committed to equality and diversity within our workforce.***

*To apply for this position, please mail your resume or CV to [jobs@threeriverswaterkeeper.org](mailto:jobs@threeriverswaterkeeper.org) along with a writing sample and graphic samples (or a portfolio). You may include a cover letter explaining your interest in this position. Applications will be reviewed and considered as they are received. The position will remain open until filled.*

## **ABOUT THREE RIVERS WATERKEEPER (<https://www.threeriverswaterkeeper.org/>)**

### **MISSION**

Our mission is to protect the water quality of the Monongahela, Allegheny, and Ohio Rivers, and their respective watersheds.

### **VISION**

Our Vision is to have drinkable, fishable, swimmable water in the Monongahela, Allegheny, and Ohio Rivers, and their respective watersheds.

### **ORGANIZATION DESCRIPTION**

Three Rivers Waterkeeper (3RWK) was founded in 2009 and aims to improve and protect the water quality of the Allegheny, Monongahela, and Ohio Rivers. These waterways are critical to the health, vitality, and economic prosperity of our region and communities. 3RWK is both a scientific and legal advocate for the community, working to ensure our three rivers are protected and safe to drink, fish, swim and enjoy.