



Position Description: Marketing & Outreach Associate

Reports to: Marketing & Outreach Manager

Direct Reports: N/A

Start Date: March 2024

Position Type: Full Time, Year Round

Summary

NCF is seeking a motivated, professional, Marketing & Outreach Associate to join its team of dedicated staff in supporting the important conservation mission of the organization. The Marketing & Outreach Associate will coordinate and execute marketing and outreach activities for the Nantucket Conservation Foundation's (NCF) new and existing strategic initiatives.

Specific Responsibilities

- Assist in the preparation and execution of the annual Marketing and Outreach Plan.
- Assist with the production of print and digital materials including the summer and winter newsletter, annual report membership information, and radio marketing to effectively communicate all facets of NCF's various initiatives and ongoing work.
- In conjunction with the Marketing & Outreach Manager, work to create and enhance major project-based marketing campaigns consistent with the goals and activities of the organization.
- Oversee weekly email blasts related to NCF events and excursions.
- Assist with social media as needed.
- Oversee merchandise fulfillment and assist with ordering as needed.
- Take a leading role in planning and executing NCF events including the Race for Open Space, Fundraising Dinner, Membership Appreciation, and Fall Celebration.
- Help plan and execute events such as the Annual Meeting, NCF pop-up sales, and speaker series.
- Provide logistical support for events developed by other Departments such as workshops, lectures, and speaker presentations.

Desired Qualifications

- Proven experience in marketing and/or sales (3-5 years).
- Proficient with Microsoft Word, Excel, and Adobe Suite.
- Experience in creating environmental marketing, promotional or educational content.
- Excellent verbal and written communication skills.
- Effective project and event management skills.
- Excellent organizational skills, such as time and project management and prioritizing.
- Ability to manage personal workflow to meet deadlines.
- Excellent interpersonal skills and the ability to build and maintain relationships.
- A good team player who meets and exceeds team goals.
- Self-motivated, confident, energetic, and creative.
- An eye for detail and the ability to maintain a very high level of accuracy.
- Ability and willingness to be a positive and contributing member of a small team.
- Ability to maintain strict confidentiality.

The Nantucket Conservation Foundation provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type.