



Position Description: Communications Associate

Reports to: Marketing & Outreach Manager

Direct Reports: N/A

Start Date: April 2024

Position Type: Full Time, Year Round

Summary

[The Nantucket Conservation Foundation](#) (NCF) is seeking a motivated, professional Communications Associate to join a team dedicated to advancing NCF's mission. The Communications Associate will be a highly effective, skillful communicator and will coordinate and execute printed materials and digital messaging.

Responsibilities include:

- Collaborate in the design and implementation of an annual Marketing and Outreach Plan.
- Develop a strategy to effectively communicate NCF's key initiatives and ongoing work through print and digital platforms.
- Direct content development for press releases, fundraising materials, and promotional communications.
- Cultivate partnerships with key regional and national media outlets to optimize press coverage and enhance brand visibility.
- As a member of the Marketing and Development team, create and enhance major project-based marketing campaigns consistent with the goals and activities of the organization.
- Manage social media presence across NCF platforms.
- Provide logistical support as needed for events developed by other departments such as workshops, lectures, and speaker presentations.

Qualifications:

- BA or BS (in related field preferred)
- Proven experience in communications, journalism, or creative writing
- Excellent written communication skills
- Adept at Microsoft Word, Excel, and Adobe Suite
- Strong organizational skills, particularly with project management and adherence to deadlines
- Keen attention to detail
- Experience writing for environmental marketing, promotional, or educational content a plus
- Self-motivated, confident, energetic, and creative

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