

Job: Communications Director Oregon League of Conservation Voters

OLCV is Oregon's leading environmental political group. OLCV runs aggressive campaigns to elect pro-environment leaders and hold elected officials accountable. OLCV also plays a leadership role in coordinating the Oregon environmental community's lobbying efforts in Salem. OLCV and its Political Action Committee, along with its sister organization, OLCV Education Fund, have a combined annual budget of more than \$1,000,000.

We are currently seeking a dynamic individual to join our staff as full-time **Communications Director. This is a new position.**

Timing: Although we'd prefer a candidate who can start at the beginning of January, we will consider qualified candidates who can't start until later in the year.

Primary responsibilities

- Implementing the organization's Long Range Communications Plan, including leading efforts to develop new communications strategies and messages.
- Editing and approving all significant public documents (whether political, fundraising or outreach) to ensure OLCV's online and offline communications reinforce OLCV's brand, connect emotionally with audiences, and are produced in the service of specific goals
- Managing consultants and volunteers (printers, copywriters, designers, consultants) to facilitate creative work not directly conducted by OLCV staff.
- Conducting media outreach, identifying gaps in media relationships, and working with other staff to fill those gaps. Acting as an OLCV spokesperson as necessary.
- Training staff, chapter leaders, and other volunteers on communications and media relations.
- Overseeing the development of OLCV's online presence, including writing email newsletters, alerts, and web content, keeping the website content fresh, and editing online content developed by other staff. Working with consultants to upgrade website capabilities.
- Working with the fundraising team to ensure successful events and activities

Skills we are looking for include:

- 3+ years communications experience and/or 3+ years political organizing experience.
- Commitment to the mission of the organization.
- Strong writing and editing skills. Attention to detail and ability to meet deadlines.
- Demonstrated experience drafting and delivering strong, message-based quotes.
- Ability to self-motivate, self-direct, and manage multiple projects simultaneously, as well as a commitment to teamwork and a sense of humor.
- Understanding of editorial and news processes and standard practices, ideally in Oregon.
- Competency with graphic design programs (such as In Design, Photoshop, Illustrator, etc.) and web design. Basic HTML preferred.

Salary will be between \$40,000-\$48,000, depending on experience. OLCV offers an excellent package of health, vision, dental, and retirement benefits.

Applicants should submit a cover letter and resume by November 24th. We reserve the right to consider applicants who apply later. Send applications to: OLCV Communications Director Job, 320 SW Stark #530, Portland, OR 97204. Fax to: (503) 224-1548 or email jpoisner@olcv.org.

OLCV is an equal opportunity employer. Applications from women and people of color are encouraged.