



## Communications Coordinator

Full-time

Reports to: Managing Director

Location: Hartford, CT

Salary range: \$37,000 - 45,000

To apply: submit a résumé and cover letter to [apply@ctlc.org](mailto:apply@ctlc.org)

### **Description**

The Communications Coordinator will be responsible for answering media inquiries, communicating with reporters, developing press materials, developing content and managing social media platforms, and analyzing performance of communications tactics to amplify an efficient and impactful program. The Communications Coordinator will coordinate the production of our annual *Environmental Scorecard*. They will design content for CTLCV and CTLCV Education Fund's websites, and will help manage outward facing communications for CTLCV. This position reports directly to the Managing Director.

### **Responsibilities**

- Cultivate relationships with the press, including a diverse array of reporters and media outlets, and managing press lists
- Design and implement a strategic communications plan in collaboration with the Managing Director.
- Prepare press releases, op-eds, letters to the editor, and other content for print and digital media
- Expand online presence to attract & retain new members
- Work with the Development Director to design and send scheduled online solicitations
- Design handouts, flyers, booklets and briefing papers on key environmental issues
- Maintain and update the organization's websites and social media accounts
- Write and send email alerts to keep our members informed on the latest developments at the Capitol and across the state
- Assist with the development and dissemination of the *Environmental Scorecard*.
- Work with the Executive Director on lawmaker outreach, including scheduled emails, vote alerts, and other timely communications
- Ensure that racial justice and equity are incorporated in all of CTLCV's materials
- Coordinate outreach and publicity of CTLCV events, e.g. fundraisers and annual summit

## **Desired Skills & Qualifications**

- 2+ years of external communications experience, preferably in a nonprofit or political setting
- Experience pitching reporters and preparing talking points
- Familiarity with CT and regional press, in all media formats (print, television, radio, and digital)
- Ability to speak in public settings and in front of media
- Experience working with a Board of Directors and/or C-suite-level management
- Proficiency with Adobe Creative suite, Weebly, Canva or other web design platforms
- Attention to detail and excellent organization skills
- A working knowledge of Connecticut's political landscape and/or experience working on a political campaign
- Exceptional written and verbal communication and proofreading skills
- Proficiency in using social media platforms, including Facebook, Instagram, Twitter and LinkedIn
- Ability to analyze and summarize information to express thoughts concisely
- Ability to make decisions in accordance with CTLCV's values and expectations when provided direction and criteria to do so
- Ability to prioritize and effectively manage tasks in a dynamic work environment
- Ability to work under pressure and meet deadlines

## **About CTLCV**

The Connecticut League of Conservation Voters (CTLCV) believes our earth is worth fighting for because everyone has a right to clean air, water, and a safe, healthy community. To ensure those rights are protected, we help people use their power to shape policy, hold politicians accountable, and influence elections.

For more than 20 years, CTLCV has grown into a potent political force for protecting our state's environment. We are a statewide nonprofit connected to a powerful national movement with over 30 state affiliates and grassroots organizing programs across the country. CTLCV is committed to an equitable transition to a clean energy economy and to developing diverse partnerships to fight climate change and reach our environmental justice goals.

As a legislative watchdog, CTLCV works with environmental groups across CT to identify and highlight important environmental bills. We keep lawmakers informed about the latest issues, track key legislation, hold lawmakers accountable in our annual Scorecard, and elect candidates willing to fight for clean air, clean water, and climate action.

CTL CV is an equal opportunity employer committed to working toward a just and inclusive environmental movement and seeks to hire staff and contractors that reflect the diverse communities and perspectives that represent Connecticut. We are a growing organization that offers an array of job experience with opportunity for advancement.