



# Biodiversity for a Livable Climate

*Restoring Ecosystems to Reverse Global Warming*

**Position Opening:** for July 18, 2024

**Title:** Communications Manager

**Location:** Remote Position

**Apply to:** [careers@bio4climate.org](mailto:careers@bio4climate.org) Please include cover letter, resume and links to writing and social media examples.

**Terms:** Part-Time, Salaried 20 hrs per week. \$17-\$20/hr.

## **Job Description:**

Biodiversity for a Livable Climate is ready to significantly upgrade our use of video across social media channels. We are looking for someone with traditional written communication and outreach skills with added expertise in creating short form video and leveraging it in an effective engagement strategy. Your passion for restoring nature will come through in your writing and commitment to this work. This position reports to the Executive Director and will also work closely with the Outreach Team.

## **Tasks & Responsibilities:**

1. Written:
  - a. Compiling, editing, and producing Bio4Climate's bi-monthly email newsletter
  - b. Responsible for weekly publishing of Featured Creature mailing. Includes writing articles, managing a volunteer team of writers, editing articles, finding and attributing images, gathering event and information links to include in the mailing.
  - c. Written outreach and communications is done through a CRM, Bloomerang. Must be able to create and schedule using the CRM.
  
2. Social Media

- a. Design a social media outreach strategy with the Executive Director
  - b. Maintain social media presence and grow our audience on major social media platforms.
  - c. Create video content for YouTube, Instagram and Tik Tok with a proven history of engagement.
  - d. Compiling resources, best practices, and lessons learned for analysis and future growth
3. General Support
    - a. Send out meeting announcements and take minutes
    - b. Assist with special projects as needed
4. Marketing
    - a. Develop, execute and manage marketing strategy to promote both events and key messages of Bio4Climate across platforms with emphasis on video content.
    - b. Attending twice-weekly Outreach Team meetings

## **Skills**

- Work with Google Suite for documents, scheduling, and communications
- Familiar with CRM program for nonprofits, preferably Bloomerang
- Ability to update basic Word Press pages based on a template (e.g., listing events)
- Use of Canva for graphics
- Basic video editing for social media shorts

## **Educational Background**

Flexible but appropriate for a science-based nonprofit.

## **Work Culture and Environment**

The organization's staff is geographically dispersed with frequent team virtual meetings. Requires self-starters who are able to manage their own workflow and meet deadlines and goals. Bio4Climate is a nonprofit "think/do tank" working in a unique area: We are promoting the power of Nature to create and support a climate for all life. We are ambitious, work hard, and recognize we are working on an issue which affects us all emotionally.

## **Compensation**

This position is currently posted as part time, 20 hours/week. Benefits include: paid time off, flexible working schedule, free tuition for any courses we offer. The range is starting at \$17/hr to \$20/hr depending on experience.

Please send a cover letter, resume and LinkedIn Profile to Beck at [careers@bio4climate.org](mailto:careers@bio4climate.org). Applications will be reviewed in the order they are received.

Biodiversity for a Livable Climate is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.