

Job Announcement

Coordinator of On-line Communications (Part Time)

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The Resource Innovation Group (TRIG) seeks a Coordinator of On-line Communications to assist in the development and implementation of TRIGs communication strategies. This person will lead and execute the daily on-line communications and outreach efforts of TRIG, working with the Executive Director, Director of Development, administrative, and program staff.

Specific Responsibilities:

1. Work closely with the Director of Development and other staff to redesign, upgrade, and maintain primary TRIG website as well as associated websites to link with and enhance TRIG's fundraising efforts.
2. Work closely with the Director of Development and other staff to develop and implement TRIG's on-line communications campaign/strategy.
3. Continually publish website content and actively post and respond to social media updates, as defined by the Director of Development, Executive Director and program staff.
4. Monitor TRIG's online presence providing regular reports and metrics demonstrating measurable results.
5. Maintain a database of resources and media contacts in relevant areas (mitigation/adaptation to climate change and related challenges)
6. Lead the design and preparation of TRIG's digital media tools and approaches (videos, pictures, infographics).
7. Assists the Director of Development in writing proposals to fund digital media development.
8. Work with TRIG staff in preparation of materials and presentations as requested.

Qualifications:

- Bachelor's Degree in the area of communications, public relations, journalism or other related field, and/or 5+ years of experience in on-line communications.
- The ideal candidate will have the ability to support the rapid launch a comprehensive digital media communications initiative linked with a fundraising strategy.
- Exemplary computer skills. Experience with Microsoft Word, Excel, and PowerPoint. Uses Google Docs, Dropbox, iWork, SurveyMonkey, Squarespace, and much more. Able to edit Excel graphs and simple operations with formulas.

Skilled with social media concepts (e.g. Blogs, Twitter, Tumblr, Drupal, Facebook, LinkedIn and other media)). Skilled with the Open Data, Open Source concept. Experience with Salesforce and other tools and apps a plus.

- Proven track record of achieving goals and objectives, non-profit experience a plus.
- High energy, high motivation, positive, “can-do” attitude, flexible, team focused, detail oriented with a high degree of initiative and pragmatism.
- Strong verbal communication skills and demonstrated ability to write clearly, concisely and persuasively.

Salary: Commensurate with Experience

Location: The Director of Development will be located in TRIG’s office in Eugene, Oregon.

EOE: TRIG is an Equal Opportunity Employer and does not discriminate on the basis of any status or condition including race, gender, or religious affiliation. TRIG reserves the right to hire and promote individuals who support the mission and goals of the organization.

To Apply: Please send a CV and at least three references to: admin@trig-cli.org with position title in the subject line

Closing Date: March 1, 2012