



# Florida Conservation Voters

## FLORIDA CONSERVATION VOTERS OUTREACH & COMMUNICATIONS MANAGER JOB DESCRIPTION

**Status: Exempt, full-time**

### **General description:**

Florida Conservation Voters (FCV) is a statewide advocacy and political organization. We are part of a network of 30 state leagues and the national League of Conservation Voters, which fights to protect our environment. We advocate for sound environmental policies, elect environmental champions, and hold those who stand in our way accountable.

The Outreach and Communications Manager supports FCV's leadership role in coordinating statewide conservation efforts and implementing specific communications strategies in support of FCV programs. The Outreach and Communications Coordinate will coordinate all FCV-led "table" meetings and support FCV's communications efforts. They will also support FCV's Executive Director and Deputy Director in all convening and communications activities, as needed.

### **Core responsibilities include:**

- Implement specific communications strategies in support of FCV programs, including:
  - Develop and maintain familiarity with FCV's projects, focal areas, advocacy issues, and strategic plan in order to develop interesting, informative, and innovative ways to communicate our work and engage audiences;
  - Creating messaging materials for FCV members, supporters, and Board Members;
  - Planning media events and other event logistics;
  - Designing and implementing creative, relevant, and timely social media campaigns;
  - Managing FCV's social media presence using best practices;
  - Completing other communications-related tasks as needed.
- Work closely with staff to support FCV's leadership role in coordinating statewide coalitions and shared campaigns, including:
  - Scheduling and organizing in-person meetings and conference calls;
  - Compiling and distributing agendas;
  - Ensuring strong internal communication and accountability among coalition members.

### **Applicants must have the following qualifications:**

- At least 2 years experience in non-profit communications, organizing, and/or volunteering.
- Exceptional writing skills with a knack for clever copy.
- A passion for the environment.
- Demonstrated ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Proven track record of success working in large coalitions or groups.
- Experience planning and executing events.
- High-level of professionalism and drive, with an enthusiasm and passion for delivering results.
- Excellent time management skills.
- Highly detailed, organized and ability to multi-task high priority items.
- Exceptional interpersonal skills.
- Experience using social media work networks, including (but not limited to) Facebook, Twitter, and Instagram, for nonprofit communications.
- Intimate knowledge of Microsoft Word, Google Suite, Email, and Publishing software.

- Able to occasionally work long hours to get the job done—but with flex time after; ability and willingness to travel.

**Preference will be given to applicants with:**

- Graphic design skills.
- Video editing and production.
- Fluency in more than one language, Spanish preferred.
- A belief that who we elect matters and commitment to conservation, environmental justice, and action on climate.

**This is a full-time, salaried position with benefits based in Tallahassee, Florida.**

**TO APPLY:**

Please send your resume, writing sample (op-ed, published article, newsletter piece, email campaign or similar) and a cover letter explaining why you want to work for FCV and how this position fits into your long-term career goals to [laura@fcvoters.org](mailto:laura@fcvoters.org) with “FCV Outreach & Communications Manager” in the subject line. Position is open until filled. Salary is commensurate with experience ranging from \$30,000 to \$35,000. No calls please.

**FCV is an Equal Opportunity Employer Committed to a Diverse, Inclusive and Equitable Workplace.**