

**Application Deadline: Open Until Filled****Job Title: Communications Contractor****Location:** Portland, OR (HQ) or Remote**Position Type:** Flexible Part-Time**Hours:** 20 Hours / Month**Expected Start Date:** February 2022

**Who we are:** The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that will help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data, and results (see our [Core Values](#)).

With headquarters in Portland, Oregon, TFT employs 45+ team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland, Ashland, OR and Sacramento, CA. Our team members range in background and skillset; teams include a philanthropy and fundraising team, communications team, science and analytics team, restoration team, legal team, finance team, and administrative and systems support.

**Who you are:** A multifaceted, ambitious professional to complement and support the efforts of our Communications and Fundraising Departments. The successful candidate will manage our social media channels, as well as several other content related tasks, within a 20 hour a month retainer. The Communications Contractor will produce content for multiple mediums based upon the strategy and overall annual plan outlined by the Communications Director. The Communications Contractor reports to the Communications Director. This 20 hour a month position can be held by an individual or an agency, as long as working within the budget of the stipend.

**Position Responsibilities:**

- Working closely with the Communications Director, develop and deliver our monthly e-newsletter and numerous other fundraising emails on behalf of the organization.
- Produce content for all social media mediums and diligently track performance, reporting back to the Communications Director once a month.
- Write press releases and content for various print and online communications mediums needed for the organization. This may include brochures, blogs, annual report content and more.

**Skills and Qualifications:**

- 2+ years' experience working in communications, public relations, or marketing profession
- Bachelor's degree in marketing, communications, or related field
- Exceptional communications skills, both verbal and written
- Knowledge of AP Style

- Strong strategic, analytical, organizational and persuasive/sales skills
- High attention to detail with a good eye for design and ability to follow branding guidelines
- Ability to manage multiple, competing deadlines
- Dynamic, positive, highly motivated, responsible and self-directed
- Willingness to accept and implement critical feedback
- Comfortable in social settings and engaging the public around key messages and targets
- Flexible go-getter who's willing to roll up their sleeves and chip in where needed

**Seeking Perseverant, Creative and Energetic Candidates Who:**

- Minimum of a Bachelor's Degree in a relevant field or equivalent years of experience
- Have strong time-management skills with ability to be flexible and responsive to changing priorities.
- Are highly responsible, trustworthy, dependable with a strong sense of ethics.
- Have a passion for the mission and values of the organization.
- Hold legal authority to work permanently in the US.
- Are fully vaccinated against COVID-19.

**Compensation:**

- The Freshwater Trust has allocated a month retainer of \$1,100 per month for this contractor position.

**Application Instructions:**

Please provide a cover letter and resume (including references) at:

<https://app.smartsheet.com/b/form/3f56f820ad3a4f388caa21a3a36dca39>

Please, no phone or email inquiries about this position.

The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.