

**JOB DESCRIPTION**  
**COMMUNICATIONS ASSISTANT**  
**SEACOLOGY**

Seacology is an international environmental nonprofit organization that focuses on saving endangered species, habitats and cultures of islands throughout the world. Seacology works closely with indigenous islanders on programs to protect island terrestrial and marine ecosystems. We seek win-win situations where both the local environment is protected and islanders receive some tangible benefit for doing so. For more information on Seacology's work, please visit our website ([www.seacology.org](http://www.seacology.org)).

The Communications Assistant will be responsible for Seacology publications, social media, public relations, and other communications needs. This four days per week position will write and produce Seacology print collateral and online materials. The position is also responsible for reaching out to a wider audience using social media, as well as writing and pitching press releases. This is an excellent opportunity to work with an exciting, effective, and award-winning environmental organization.

**RESPONSIBILITIES:**

- Produce all Seacology publications, including the Annual Report and biannual newsletter.
- Write monthly e-newsletter.
- Write and publish weekly blog posts and website updates.
- Manage and increase Seacology's presence on social media websites, including Facebook, LinkedIn, and Twitter.
- Create press releases and garner media attention for Seacology programs and trips.
- Write and produce compelling Seacology trip brochures.
- Compose and copyedit website content (maintenance of website managed by another staff member).
- Create PowerPoint presentations for other staff members to present at events.
- Write other articles or materials as needed.
- Manage Seacology's digital photo and video collection.
- Assist with the development of videos regarding Seacology projects and events.
- Keep up to date with social and other media trends for nonprofits.
- Provide back up to other staff members to answer phones.
- Perform other tasks as requested by the Executive and/or Development Directors.

**QUALIFICATIONS:**

- Bachelor's degree
- Two years of relevant work experience
- Proficient in computer and internet skills, including Microsoft Word, PowerPoint, Outlook, Excel and Adobe Creative Suite (particularly Photoshop, InDesign, Illustrator and Acrobat Pro)
- Excellent writing and editing skills
- Excellent attention to detail required
- Good verbal communication skills and ability to convincingly pitch stories to media
- Sense of humor and ability to work cooperatively with a small staff
- Interest in and knowledge of environmental issues strongly preferred

**SALARY:** \$26,400-28,000 (\$33,000-35,000 full time equivalent), depending on qualifications, plus medical, dental, vacation and retirement benefits package.

No phone calls. Please mail, email, or fax a cover letter, resume, brief writing sample (no more than 1 page), and contact information for three references to:

**Seacology**  
**1623 Solano Avenue**  
**Berkeley, CA 94707**

**FAX: (510) 559-3505**  
**EMAIL: [jobs@seacology.org](mailto:jobs@seacology.org)**