Communications Coordinator - Full Time
We are thrilled to offer this unique opportunity to join our team! Do you have amazing written and verbal communication skills? Do you love using graphic design and storytelling to communicate impact? We are looking for someone who is collaborative, organized and excited to help us spread our mission and story throughout Sonoma County and beyond. Join our fun and enthusiastic team to help take our low tech, low cost, nature-inspired solutions to climate change to the next level!

Our daily actions can make a big impact. Are you ready to take heart, take part, and take action in your community? Apply today!

About Daily Acts
For over 20 years Daily Acts has been at the forefront of small groups driving big change by unleashing the power of community. In the last five+ years we have provided a leadership response to repeated record fires, drought, pandemic and the climate emergency. This has ranged from launching grassroots funding initiatives and installing gardens for fire survivors to fostering networks and coalitions, training community and youth leaders and driving a people-powered approach to climate policy. Because we believe change starts with each of us, Daily Acts is committed to staff self-care and resilience, offering mindfulness practices and self-development on a range of topics, from mind-body medicine to racial equity.

About this Position
Under the guidance of the Communications Manager, the Communications Coordinator will conceptualize, write and design digital and print advertising and marketing materials for programs and fundraising efforts. The Communications Coordinator will manage all outgoing communications across multiple platforms including website, social media, email, and traditional mail campaigns.

This is a full-time (40 hours/week) hourly position based in Petaluma. It allows for a flexible schedule with weekend hours required 1-2 times per month to capture photos and videos in the field at programs.

Responsibilities
- Build and develop brand identity through the creation of print and digital materials
- Conceptualize and design content for our advertisements, emails, invitations, monthly newsletter, website, social media, printed mail or postcards, press releases, and other communications
- Provide organization-wide support to ensure consistent and inclusive communication across all outlets
- Collaborate with the Program Department to publicize events and communicate the impact of programs
- Capture pictures and videos at programs and events
- Participate in the development and implementation of an organizational social media strategy
- Maintain Paid Advertising Campaigns for Google and Social Media
- Plan and monitor the success of communications campaigns and strategies
- Schedule department meetings and record notes
- Support fundraising campaign activities and outreach
- Build and maintain relationships with media (local newspapers, journalists/bloggers/writers, social media influencers, etc.)
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

Required Qualifications
- Ability to adopt and implement Daily Acts voice and branding through all written communications, media and design
- A keen eye for aesthetics and details
- Strong copywriting and proofreading skills
- Demonstrated competence on Social Media Platforms including Facebook, Instagram, YouTube and LinkedIn
- Proficient in Microsoft Office, Google Suite, design software, and online collaboration tools
- Ability to juggle a diverse array of tasks to a high standard
- Self-starter, who can take initiative and troubleshoot problems effectively
- Excellent interpersonal and collaboration skills
- Interest in community and climate resiliency, sustainability practices, permaculture, landscape design, water conservation, stormwater management, farming or gardening
- Integrity, credibility and a commitment to and passion for the Daily Acts’ mission

Preferred Experience
- 1+ years’ experience in a communications or marketing role, preferably with a nonprofit organization
- Associate’s or Bachelor’s degree in a related field such as communications, marketing, environmental science or natural resource management.
- Interest in water conservation, stormwater management and watershed health
- Ability to edit film into long-form and short-form videos for promotional purposes
- Experience using WordPress, Google Analytics, Canva and any customer relationship management database.
- Bilingual Spanish speaker

Perks of Working for Daily Acts
- Make a difference in your community
- Be a part of a passionate team committed to the mission and culture of the power of small daily actions to change the world
• Participate in staff trainings to increase knowledge and skills in competencies including water conservation, equity and personal leadership practices
• Enjoy casual office attire and attitude with potential for flexible schedule

Statement on Equity
Daily Acts believes that, in order to support connected, climate-resilient and healthy communities for all, historically underrepresented people must be empowered decision makers in mitigating and adapting to climate change. This means all people - no matter color, age, income level, physical attributes, gender identity, sexual orientation, religion, citizenship status, and country of origin or language - are empowered in the co-creation of a healthy, inclusive, and equitable world. We believe we can perform our mission better with a team that is diverse and inclusive and we bring this belief to our employment decisions.

Our team is working to expand Spanish language programs and resources, to deepen into equity as a process and a goal, and to advocate for policies that ensure a fair distribution of resources. We believe in the power of our daily actions to be the change by embodying a culture that celebrates the diversity and wisdom in all worldviews. We invite you to view our Equity Framework on our website for further details.

Compensation
Pay for this position ranges from $21 - $25.50/ hour. Compensation will be commensurate with experience. Daily Acts offers a benefits package including medical insurance (50% employer paid, increase to 75% employer paid after 2 years), paid holidays (11.5 days annually), paid vacation (10 days annually), and paid sick time.

How to Apply
Please submit a cover letter and resume to jobs@dailyacts.org with Communications Coordinator in the subject line. Position open until filled. Cover letters should detail your qualifications for the position.

No telephone inquiries, please.