



Friends of Sausal Creek

Communications Associate 2024

Are you passionate about environmental advocacy and eager to make an impact in your community? Friends of Sausal Creek (FOSC) is seeking a part-time **Communications Associate (CA)** to implement a communications and social media strategy that rallies support for our efforts in the Sausal Creek Watershed in Oakland, CA. In this hybrid role, you'll have the opportunity to blend your technical skills and creative talents with your commitment to environmental stewardship, driving meaningful change for our local ecosystems and communities.

This is a temporary role, hiring immediately through April 1, 2025. This position reports directly to the Executive Director and works collaboratively with a small team.

The ideal candidate is organized, professional, creative, and flexible, possesses excellent writing and design skills, has experience in environmental advocacy, and demonstrates a commitment to community engagement.

Friends of Sausal Creek is a community-based, 501c3 nonprofit organization dedicated to the conservation, restoration, and enhancement of the Sausal Creek Watershed in Oakland, CA. Our vision is to engage the Oakland community in regular stewardship of the watershed through ongoing restoration work, robust environmental education programs, and increased access to quality parks and green spaces adjacent to Sausal Creek. We are working toward an ecologically healthy watershed that supports biodiversity, offers habitat for native species in the region, and builds climate resilience.

Responsibilities

- Develop compelling email campaigns to engage and inform FOSC community on events, news, and happenings in the watershed
- Create dynamic social media content to inspire community action. Maintain organizational social media strategy and ensure regular, timely posting
- Design promotional materials in collaboration with outreach staff including flyers and slide presentations
- Develop documents and press releases supporting FOSC advocacy efforts related to local environmental policies and initiatives
- Maintain and update website content and ensure functionality
- Track metrics across channels to support communication and program objectives
- Maintain contact mailing list and donor/volunteer-related databases; update and clean as needed
- Support staff with occasional data entry and document management

Requirements

Competencies:

- Associates or Bachelor's degree, or equivalent related work experience
- Demonstrated professional writing capabilities, proficiency with Google Suite
- Demonstrated professional design capabilities, proficiency with Adobe and Canva

- Proficiency with social media, digital marketing, and web platforms, including Instagram, Facebook, LinkedIn, X, Constant Contact (or similar), and WIX (or similar)
- Knowledge of environmental and social justice issues in Oakland
- Excellent data management and tracking skills; ability to keep organized records
- Attention to detail and problem solving skills

Qualities:

- Self-starter; able to manage schedule and function well independently/remotely
- Collaborative, able to work with a small team
- Strong interpersonal skills
- Flexible, able to accommodate last minute changes and adjust accordingly
- Organized, able to balance competing priorities and deliver quality work in a timely manner
- Passion for FOOSC's mission
- Informed on creek- and watershed-related environmental and justice issues

Compensation and terms

This position is part-time (15-20 hours per week). The rate of compensation is \$25-28/hour, commensurate with experience and skills. This is a hybrid role — the Communications Associate will mostly work from home (must have reliable internet access and a computer), with occasional on-site meetings in the Sausal Creek Watershed.

Friends of Sausal Creek is an equal opportunity employer and welcomes applications from all qualified candidates regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

To apply

To apply, please email a cover letter and your CV/resume to info@sausalcreek.org. Please include your name and "CA application" in the subject line.

The deadline for applications is December 2, 2024.