



307 Fourth Avenue, Suite 1500 · Pittsburgh, PA 15222

July 5, 2019

Position Title

Communications Coordinator

Location

Sustainable Pittsburgh's office at 307 Fourth Ave., Suite 1500, Pittsburgh, PA

Reporting To

Director of Communications

Direct Reports

None

General Description

Sustainable Pittsburgh seeks a full-time, exempt Communications Coordinator to help raise public awareness of our mission and activities by strategically maximizing exposure in a variety of media formats, including print, television, radio, online, and social media. The Communications Coordinator will work with the Communications Director to help develop and execute Sustainable Pittsburgh's communications plan. This position will include marketing, membership development, as well as website updates and production of outreach materials, and will require constructive interactions with the entire staff.

Principal Functions

- 63% - In conjunction with the Director of Communications, execution of the Sustainable Pittsburgh communications plan, to include:
 - managing social media and online presence
 - crafting short feature stories for release in a variety of media formats
 - managing, and contributing content, towards timely newsletter releases
 - assisting with the design and production of various materials (print and electronic)
 - website updates
 - other marketing/communications needs.
- 25% - Data gathering and analysis of trends and insights about our engagement with our different properties and audiences. Assistance with queries, reports, and targeted communications campaigns to increase membership.
- 10% - Representing Sustainable Pittsburgh at events and with the public, including select tabling opportunities.
- 2% - Engagement in professional development opportunities to grow expertise and network within the field of communications and/or marketing



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Organizational Background

Sustainable Pittsburgh is a 501(c)3 nonprofit organization with a mission of accelerating sustainable policy and practice in Southwestern Pennsylvania. We are a trusted convener and have worked for over 20 years with multidisciplinary groups of decision-makers. Our approach to sustainability has always been systems-change-focused and comprehensive, incorporating equity, environment, and economy simultaneously. Through our programs, events, and activities, we are connected on these topics to hundreds of the region's organizations and thousands of individuals. We are a dynamic team of dedicated, knowledgeable, passionate professionals.

Our vision is, through the policy and practice of sustainable development, for Southwestern Pennsylvania to have a strong economy in which all people can live to their potential, are engaged, and prosper within the means of a clean and healthy environment.

Qualifications

EDUCATION & EXPERIENCE: College degree or equivalent experience in marketing, communications, journalism or related field and a minimum of five years' experience.

KNOWLEDGE, SKILLS, ABILITIES:

- Computer, office equipment, and mobile communications skills needed with excellent knowledge of Microsoft Office, desktop publishing (Illustrator or Photoshop preferred), and web design/maintenance. Experience with Salesforce highly desirable.
- Excellent oral and written communication skills.
- Must have strong attention to detail, a friendly demeanor, and strong organization skills.
- Strong collaborative and interpersonal skills.
- Skilled with designing, copywriting, editing, and working with designers, printers, photographers, and videographers.
- Ability to work independently, prioritize and manage multiple tasks, meet multiple deadlines.
- Familiarity with principles and practice of sustainability.

PHYSICAL REQUIREMENTS:

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; balance; and talk or hear. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. An employee in this position is exposed to conditions relative to a typical office environment, including ambient room temperatures, moderate noise levels, fluorescent lighting and traditional office equipment. Employee will be expected to be able to use personal and/or public transportation. Occasionally, the employee should expect moderate levels of travel within the greater Pittsburgh region.



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Salary and Benefits

Sustainable Pittsburgh offers a salary range of \$39,000-\$42,000 for this position, commensurate with experience, and a benefits package including medical/dental/vision, etc., 403b plan, and defined contribution retirement plan.

Application Information

Applications must be received by 5:00 PM Eastern Time on July 26, 2019. To apply, please send email with a subject line "Communications Coordinator" to careers@sustainablepittsburgh.org. Please attach cover letter and resume as a single .pdf file.

Equal Employment Opportunity Statement:

It is the policy of Sustainable Pittsburgh to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, political affiliation, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.