



## **Job Title : Communications Manager**

### **The Harris Center for Conservation Education**

Since our founding in 1970, the Harris Center has become a transformative force in the Monadnock Region of southwest New Hampshire, where we promote understanding and respect for our natural environment through education of all ages, land protection and stewardship, conservation research, and programs that encourage active participation in the great outdoors. We are committed to ensuring that our education programs, trails, conserved lands, and conservation research projects are welcoming spaces for all, regardless of racial or religious background, gender identity, sexual orientation, economic means, or range of physical ability.

### **Job Description**

The Harris Center seeks an organized, detail-oriented, creative Communications Manager (**75% time**) to support our vital work of connecting people to the natural world. Primary responsibilities will include creating monthly and seasonal e-newsletters, coordinating the production of our rich calendar of events, writing and editing content both for our website and print publications, curating our photo and video archives, managing our website and social media, and working closely with other staff to create written, visual, and multimedia communications that highlight the Harris Center's work and foster understanding and respect for nearby nature.

The Harris Center is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQ applicants, and people from other historically marginalized groups to apply for this position, recognizing that diverse perspectives and experiences are valuable to our team and to those we serve.

### **Responsibilities**

- Oversee the production of monthly and seasonal e-newsletters, including working with other staff to plan and write content, editing content for clarity and consistency, and managing content and contact lists in Constant Contact
- Coordinate production of our calendar of events, including editing calendar listings for clarity, accuracy, and consistency; posting events to the Harris Center website and Facebook page; and working with our graphic designer on the production of our quarterly print calendar
- Edit and develop content for the Harris Center's print publications, including the Annual Report, *Harris Hearsay* newsletter, brochures, trail guides, and other print publications
- Update and maintain the Harris Center's website on a regular basis, including working with other staff to plan and write content; editing content for clarity, consistency, and Harris Center "voice"; curating photos for the media library; and working with our web designer on accessibility upgrades

- Manage the Harris Center’s Facebook, Instagram, YouTube, Flickr, and LinkedIn accounts through regular posting; working with other staff members to generate new content; responding to inquiries from followers; and helping to further define and grow the Harris Center’s social media presence
- Track metrics for the Harris Center’s website and social media accounts to help guide communications strategies
- Curate and expand the Harris Center’s photo database
- Curate video content, including working with freelance filmmakers on the creation of new videos and light editing of recorded Zoom presentations for YouTube
- Create and manage event registration, including the development and maintenance of online registration forms and communication with event attendees
- Write and distribute press releases, and develop relationships with key media contacts
- Manage relationships with freelance photographers, filmmakers, and other creative consultants
- Help staff events and introduce guest speakers, as needed

## **Qualifications**

- Exceptional attention to detail, and commitment to careful editing and proofreading
- Strong writing and editing skills, along with the ability to adapt writing style to match the Harris Center’s “voice”
- Strong project management and organizational skills, including the ability to manage multiple projects at once while meeting deadlines
- Demonstrated ability to use communications tools such as Constant Contact, WordPress, Adobe Photoshop, and Google Analytics
- Enthusiasm for getting others excited about nature
- Passion for celebrating diversity, equity, and inclusion in written and multimedia communications
- Ability to work both independently and collaboratively
- Comfort interacting with a diverse range of people
- Experience tracking metrics for website and social media performance, or willingness to learn
- Experience with photo editing, or willingness to learn
- Experience managing non-profit social media presence with a record of creating engaging content, or strong interest in learning
- Bachelor’s degree or equivalent professional and work experience in communications, natural sciences, or a related field; 3+ years’ experience in non-profit or environmental communications preferred
- Experience with creating multimedia communications materials (such as video and audio) and willingness to learn graphic design a plus

## **Location & Hours**

This position will be based out of the Harris Center’s headquarters in Hancock, NH. Some remote work is possible. 30 hours per week, with timing somewhat flexible within normal office hours. Occasional attendance at evening and weekend events is required.

## **Salary & Benefits**

75% time. \$30,000 to \$40,000, commensurate with experience. Benefits include paid holidays and 3 weeks paid vacation leave, health insurance, and Simple IRA retirement plan with up to 3% employer match.

## **How to Apply**

Please send a cover letter, resume, a portfolio or samples of your work, and contact information for up to three professional references who can speak to your abilities to communicate effectively in writing to Jeremy Wilson at [wilson@harriscenter.org](mailto:wilson@harriscenter.org). Applications will be reviewed on a rolling basis beginning ***October 10.***