

Special Projects Coordinator

Restore or Retreat seeks a Special Projects Coordinator to develop and implement various projects within our coastal advocacy organization, including, but not limited to the areas of outreach, development and communications, and to ensure goals or objectives are accomplished within prescribed time frame, funding parameters, and high quality standards.

Responsibilities:

Administration/Operations

- Provides technical and administrative support to Executive Director as needed
- Identifies fundraising and project opportunities and collaborations, including membership solicitation and retainment
- Contributes to the development and submission of grant applications and reports
- Assists in maintenance of organization website by reviewing and updating content and posting material for special projects
- Leads in the production of organizational communications such as the e-newsletter and social media outlets
- Reviews and answers correspondence via social media, e-mail, phone, etc.

Technical Program and Policy Work

- Maintains an enthusiasm for and understanding of ROR's mission and work
- Manages special projects for ROR workshops, webinars, seminars, strategies and schedules, and coordinates related promotional project activities and public education campaigns. Attends these events as needed and assists in the successful execution of such events
- Prepares project reports and communication materials for the Executive Director, or others
- Drafts articles for various publications, as well as model letters of support
- Manages special communications projects, including print, electronic, social media, special events, and direct mail, to fulfill those aspects of the organization's objectives
- Prepares and distributes fact sheets, news releases, photographs, or scripts to media and others interested in learning about or publicizing organization's activities or services
- Represents our non-profit organization during community projects and at public, social, and business gatherings
- Generates internal and external publications, including gathering data, writing articles, taking photographs, selecting graphics, designing format of publication, and determining distribution methods

Qualifications and job requirements:

Preferred Skills and Qualifications

- Minimum requirements include a B.A. or B.S. degree, minimum 2 years relevant experience required and professional references
- Organizational and time management skills essential
- Experience in the non-profit sector including fundraising preferred
- Excellent interpersonal, oral, and written skills
- Self-starter, motivated, ability to manage multiple tasks simultaneously; respectful of deadlines of self and others
- Use of computer, Outlook, Windows programs, Constant Contact or other newsletter program, Survey Monkey, and WordPress for website postings required
- Event and logistic planning a plus
- Experience with design programs such as Adobe Indesign or Illustrator a plus

Compensation:

- Full time, hourly position
- Located in Thibodaux, LA, and some travel required
- Salary is commensurate with experience
- Health and other benefits offered

Application Guidelines:

Application deadline is Friday, January 20, 2017. Final candidate interviews will be scheduled for late January, and anticipated hire date is February 2017. Please send the following materials electronically to: simone.maloz@nicholls.edu No phone calls please.

- 1 page cover letter
- Resume/CV
- Names of 3 references (Note: we will not contact references without a candidate's prior knowledge)
- Short (3 page max) writing sample