



Communications and Partnership Coordinator

The Lancaster Clean Water Partners (Partners) seeks a Communications and Partnership Coordinator who is professional, creative, and enthusiastic about multi-sector collaboration. This position will provide strategic leadership and execution for all organizational communications/marketing efforts in addition to partnership coordination. The partner organizations include over 40 core organizations while also engaging new groups and leaders. A successful candidate will make an impact on clean water in Lancaster through building and nurturing collaborative, equitable, and inclusive partnerships while also developing strategies and inspiring actions to tell Lancaster's clean water story.

Position Responsibilities (major areas of focus):

- Develop and implement comprehensive short-term and long-term communications strategies
- Develop and design communications and outreach materials including but not limited to electronic newsletters, blogs, annual reports and publications, presentations, one-pagers, event materials, and messaging guidance
- Manage and strengthen the organization's website and social media channels
- Handle aspects of media relations including fielding media calls, pitching story ideas, writing press releases and op-eds, and organizing photo/site visit opportunities
- Uphold and strengthen the organization's brand including messaging, logo usage, and identity
- Support funding and grant needs by providing or proofreading content and visuals
- Event planning and promotion for smaller events (up to ~50 people)
- Lead the Communications Action Team of multi-sector communications and outreach professionals
- Maintain existing partnerships and assist in building new partnerships
- Participate in and build the organizational culture

It's anticipated that 75% of time will be spent on communications and 25% on partnership coordination.

Preferred Qualifications:

- At least 5 years of professional experience or equivalent in communications, marketing, or related fields
- Experience working on organization-specific communications with a small team
- Experience strengthening and developing new relationships with partners, members, or funders
- Ability to manage and prioritize multiple, complex sets of tasks with attention to detail
- High-level of maturity, empathy, and grace under pressure
- Excellent writing skills, especially turning scientific and jargoned language into more accessible language for multiple audiences on multiple platforms
- Comfortable with public speaking, presentations, and leading teams and committees
- Experience managing and updating a website on WordPress. Assistance from website designer and hosting service provided
- Basic knowledge of graphic design and applications (Photoshop, InDesign, etc.)
- Experience managing consultants including project management, invoicing, navigating scopes of work and agreements



- Ability to effectively interact with like-minded and differing people, including grantees, trustees, partner organizations, board members, and community leaders
- Solid organizational skills including planning, delegating, and project development

Salary and Benefits

This is a full-time position expected to work 40 hours per week. The position will be physically located in the Lancaster County Conservation District office at the Farm and Home Center in Lancaster, PA, and offers a hybrid work schedule. The position is grant-funded and reports to the Director of Strategic Partnerships and Programs.

Salary Range: \$54,000 to \$58,000 (based on experience)

The Partners offer competitive compensation and benefits as well as a flexible work environment; diverse candidates are encouraged to apply. The Lancaster County Conservation District is proud to be an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Organizational Overview

The Partners is a countywide, collaborative partnership of more than forty partner organizations that come together with a shared vision of clean and clear water in Lancaster by 2040. The Partners' mission is to rapidly accelerate and expand the ability of the partner organizations to restore and sustain healthy Lancaster County waterways. The multi-sector collaboration of this group is essential to accomplishing goals and requires intentional outreach, strategic and strong partnerships, as well as transparency and inclusive practices.

The Lancaster Clean Water Partners is a program of the Conservation Foundation of Lancaster County (CFLC), an independent 501(c)(3) organization whose mission is to promote, support, and sustain the stewardship, education and conservation activities undertaken by the Lancaster County Conservation District and other local partners. The person filling this position will be an employee of the Lancaster County Conservation District but will focus completely on the work of the Lancaster Clean Water Partners, reporting to the Director of Strategic Partnerships and Programs.

Applications

Applications will be reviewed on a rolling basis. Candidates should submit a cover letter and resume by January 30, 2023 to agibson@lancastercleanwaterpartners.com.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Our job descriptions are guidelines, not hard and fast rules. Your experience, which may include paid and unpaid experience, including volunteer work, helps build the competencies and knowledge that translates to success in a position. Diversity of experience and skills combined with passion is a key to innovation and a culture of excellence. We encourage people from all backgrounds to apply.