

Solana Center for Environmental Innovation

Communications Coordinator

Join our award winning organization to help lead change for grassroots environmental action. Our dedicated team, through outreach and education initiatives, serves as a critical community resource for San Diego County on issues and practices surrounding soil, water, and zero waste. Solana Center is a non-profit organization and has worked with people of all ages to support local sustainability since 1983.

Duties and Responsibilities:

Primary

- Lead publication of our website, newsletter, blog, and social media
- Develop promotional materials as needed, including event announcements, flyers and advertisements
- Proofread and edit outgoing documents, such as proposals
- Promote scheduled events, workshops, and presentations
- Write press releases and handle all media outreach
- Foster relationships with communities throughout the San Diego region
- Manage marketing/PR intern if applicable

Support

- Support existing contract needs and identify new opportunities
- Support Marketing & Development Manager
- Other duties as assigned

Required Qualifications

- Exceptional communicator (written and oral)
- Detail-oriented and comfortable working independently
- Experienced collaborator able to work with diverse groups including community partners, volunteers, and corporate donors
- Strong computer skills: Microsoft Office Suite, Google products & CRMs
- Excellent organizational skills

Preferred Qualifications

- Knowledge of Adobe Illustrator
- Basic photography and photo editing experience
- Experience working with non-profits and environmental education

This position is part-time, at-will, non-exempt and is paid \$12/hour, according to the laws of the State of California. There are no benefits for this position. Solana Center for Environmental Innovation is an Equal Opportunity employer.

Please send a cover letter/email and resume to hr@solanacenter.org

