



Communications Associate

Date Posted: October 27, 2021

The mission of the Woonasquatucket River Watershed Council (WRWC) is to create positive environmental, social and economic change by revitalizing the Woonasquatucket River, its Greenway and its communities.

The Woonasquatucket River Watershed Council (WRWC) seeks a Communications Associate. This is a part-time position with flexible hours and benefits based in Providence, Rhode Island.

We enthusiastically encourage residents—especially Black, Latinx and indigenous residents—of communities in the Woonasquatucket River Watershed—Providence, North Providence, Johnston, Smithfield, North Smithfield and Gloucester—to apply.

JOB DUTIES AND RESPONSIBILITIES:

- Maintain clear and consistent messaging and branding online and in print
- Create digital content to support events and initiatives
- Manage social media messaging and interaction
- Write and edit press releases, op-eds, and other media content and maintain relationships with journalists and community partners
- Coordinate and produce WRWC's email marketing
- Maintain WRWC's photo library
- Participate in meetings and scheduled events in Woonasquatucket Watershed communities – Providence, North Providence, Johnston, Smithfield, North Smithfield and Gloucester

DESIRED QUALIFICATIONS:

- Bachelor's degree, preferably in communications, journalism, or related field, or equivalent work-based skills and training
- English-Spanish bilingual fluency
- 2-3 years of experience in media relations, journalism, communications or related field
- Skill in building relationships with reporters and editors
- Ability to positively represent the WRWC and its mission to partners and the general public
- Strong organizational skills, attention to detail, and ability to manage multiple projects
- Flexibility and willingness to work effectively with multiple team members
- Proficiency with Microsoft Office programs, including Word, Excel and PowerPoint
- Proficiency with graphic design
- Facility with a range of social media platforms
- Ability to photograph events
- Ability to travel and work evenings and weekends as necessary





PREFERRED QUALIFICATIONS (not required):

- Preference will go to an individual that lives, works or has deep familiarity with the communities surrounding the Woonasquatucket River and Greenway

Details: Half time, 20 to 25 hours per week, \$18-\$25/hour, depending on experience.

To Apply:

Email cover letter and resume to Jill Davidson, Development Director, she/her/hers, jdavidson@wrwc.org.

Or mail to:

WRWC

45 Eagle Street, Suite 202

Providence, RI 02909-1082

Attn: Jill Davidson

Applications will be reviewed on a rolling basis.

WRWC is an equal opportunity employer. We do not discriminate against employees based on race, color, religion, sex, national origin, age, disability or genetic information.

