



### **Communications Manager**

The Woonasquatucket River Watershed Council (WRWC) seeks a Communications and Outreach Manager. This is a full-time position with benefits based in Providence, Rhode Island. This position works with all WRWC programs, projects, and staff members to share events, news, and other content of interest to everyone who lives within the Woonasquatucket River watershed and all supporters of WRWC's work.

We enthusiastically encourage residents—especially Black, Latine and indigenous residents—of communities in the Woonasquatucket River watershed (Providence, North Providence, Johnston, Smithfield, North Smithfield, and Glocester) to apply.

### **Duties and Responsibilities:**

- Maintain clear and consistent messaging and branding online and in print
- Maintain WRWC's website content (wrwc.org)
- Create digital content to support events and initiatives
- Manage social media messaging and interactions
- Coordinate and produce WRWC's email marketing
- Maintain WRWC's photo and video library
- Design graphics for a wide range of projects
- Write and edit press releases, op-eds, and other media content and maintain relationships with journalists and community partners
- Plan and promote media events
- Maintain and update organizational press lists regularly
- Maintain consistent communication with WRWC program staff to ensure communications needs are met (event promotion, website updates, social media etc.)
- Participate in meetings and scheduled events in Woonasquatucket River watershed communities
- Market events in community spaces, online listings, and other venues
- Represent WRWC at community events
- Manage online and in person event registrations and waivers for volunteer, recreation, and other organizational events
- Participate in WRWC's recreation, Greenway volunteer days, and other events
- Solicit in-kind donations to support events
- Coordinate annual holiday party

### **Qualifications:**

- Bachelor's degree, preferably in communications, journalism, or related field, or equivalent work-based skills and training
- 2-3 years of experience in media relations, journalism, communications, or related field
- Skills in building relationships with media staff members

- Ability to represent the WRWC and its mission to partners and the general public
- Strong organizational skills, attention to detail, and ability to manage multiple projects
- Stellar verbal and written communication skills
- Flexibility and ability to work effectively with multiple team members
- Proficiency with Microsoft Office programs, including Word, Excel, and PowerPoint
- Basic graphic design skills and familiarity with design tools (e.g., Photoshop, Lightroom, InDesign, Canva) Facility with a range of social media platforms
- Ability to photograph/video events
- Ability to travel within the Woonasquatucket River watershed
- Ability to work evenings and weekends as necessary

**Preferred Qualifications (desired, not required):**

- English-Spanish bilingual fluency
- Marketing experience
- Experience working in non-profit organizations

**Compensation and Benefits:**

- \$45,000-\$55,000 depending on skills and experience
- Full time employees will be eligible for all benefits including paid time off (vacation, sick days, and organization holidays). You may participate in all benefit programs that the WRWC establishes and makes available to eligible employees. Currently, the WRWC offers medical and dental insurance. Other benefits include a retirement plan with company contribution.

**To Apply:**

Email cover letter and resume to Jill Davidson, she/her/hers, [jdavidson@wrwc.org](mailto:jdavidson@wrwc.org) with subject line: Communications Manager application.

Or mail to:  
Jill Davidson  
WRWC  
45 Eagle Street, Suite 202  
Providence, RI 02909

The deadline for applications is February 15. Applications will be reviewed on a rolling basis.

**About the Woonasquatucket River Watershed Council**

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.

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.