



Communications and Marketing Coordinator **Job Announcement**

*Do you have a passion for the ocean?
Interested in working one block from the beach at the Jersey Shore?
Do you have writing and graphic skills that inform and inspire others?
Want to use your skills to make a positive difference toward a sustainable world?*

Clean Ocean Action (COA) is an established nonprofit organization with a mission to defend the ocean off the New Jersey/New York coast. COA's 40 years of successful experience applies research, education, and citizen action to unite and empower people to help protect the ocean. COA is seeking a dynamic and dedicated Communications and Marketing Coordinator who excels in a team-based, fast-paced work environment.

The Communications & Marketing Coordinator, in consultation with the Executive Director, creates, plans, develops, manages, maintains, coordinates, implements and monitors all aspects of internal and external digital and non-digital products for COA programs and branding. Work products must be inspiring and motivating, increasing COA's productivity, visibility, engagement and resources. The successful applicant will develop and incorporate creative and clear key messaging, channels, and tactics, as well as develop and attain robust goals for successful communications and marketing as evidenced by increased volunteers, donations, social media followers, and engagement in programs. The Communications and Marketing Coordinator will plan, develop, manage, and maintain all media relations (traditional and nontraditional).

Skills & Qualifications for Success:

A. Education & Experience

- Degree or 3+ years of experience in communications, marketing, public relations, or relevant field
- Superior verbal and written communication abilities, including strong mastery of the English language and excellent editing and proofing skills
- Powerful story of passion for the ocean and commitment to environmental advocacy

B. Technical Skills

- Digital and print content creation experience and application
- Social media platform experience
- Graphics and publication production experience
- Website development & maintenance required (Concrete CMS experience, a plus)
- PC, Microsoft Suite, Google Suite proficiency
- Adobe Creative Cloud proficiency

- Video creation and editing, a plus
- Bilingual skills, a plus

C. Other Skills

- Exceptional organizing skills and passion for attention to detail
- Active learner & listener
- Ability to effectively communicate with elected officials and community activists
- Creative thinker with excellent project management and interpersonal skills
- Ability to work collaboratively
- Result-oriented, professional, resourceful, flexible, and highly responsible
- Environmentally focused, a plus

Position Requirements & Compensation:

This is a full-time salaried position located in-person at the COA office in Long Branch. Salary is competitive and commensurate with experience and proven communications and marketing success. Benefits include health and dental insurance coverage offered on a cost-sharing basis, paid holidays and Paid Days Off (PDO), employer paid professional workshops and training.

COA is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff members without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Application Instructions:

Position is currently open. Applications will be accepted until the position is filled. Please send cover letter (including your experience with Adobe products), CV, three references with affiliations, one writing sample, and salary expectations to Projects@CleanOceanAction.org with “Communications & Marketing Coordinator_Your Name” in the subject line.