

## **Job Description: Communications Coordinator**

**Purpose:** To help coordinate the communications work of Virginia Interfaith Power and Light (VAIPL) as a member of the VAIPL team. VAIPL is a regional affiliate of the national organization Interfaith Power & Light. Virginia Interfaith Power & Light collaborates among people of faith and conscience to grow healthy communities by advancing climate and environmental justice. VAIPL is in the process of establishing its own 501(c)(3) and is currently fiscally sponsored by Virginia Organizing.

**Accountability:** The position is directly accountable to the VAIPL Co-Directors.

### **Responsibilities:**

Ensure external communications. The person will:

- Develop, implement, and evaluate the annual communications plan
- Manage the development, distribution, and maintenance of print and electronic media including, including but not limited to, newsletters, brochures, the annual report, and e-newsletters
- Create, write copy for social media posts and frame content for different platforms based on audience and tone as well as maintain online content that engages constituents on social media
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, photos, and events) is posted regularly
- Provide digital communications materials and support
- Coordinate with partners to build and amplify strategic moments through our networks and the wider climate movement
- Assist with and develop training materials for electronic and print media such as letters to the editor, press releases, and op-eds
- Track, measure, and amplify the level of online engagement
- Coordinate and assist with organizing online engagement with constituent faith communities including meetings, workshops, media outreach, and training conferences
- Lead coordination to ensure data collection and the PowerBase database is updated
- Build relationships with press contacts
- Other duties as needed

**Evaluation:** The position will be evaluated based on this job description, annual goals and objectives, and other tasks accomplished.

**Knowledge, Skills, and Qualifications:**

- Excellent written and oral communication skills (Required)
- Graphic design experience (Required)
- Significant experience and track record (1-2 years) with: (Required)
  - communications (emails, earned media, outreach),
  - social media,
  - database management (VAIPL uses PowerBase),
  - website management (VAIPL uses WordPress), and
- Passion for caring for the environment and working in the interfaith community. (Required)
- Comfortable engaging all faith traditions (Required)
- B.A./B.S. degree in Communications, Environmental Studies, Political Science, Religious Studies, or a closely related field. (Preferred)
- Have experience as an active leader in a religious or faith community — with or without seminary training — and/or have passion for faith-based activism (Preferred)
- Passion for and experience working with communities of color, low-income communities, and other communities most impacted by climate change (Preferred)
- Have technical knowledge of environmental topics like environmental justice, climate change, energy efficiency, etc. (Preferred)

**Salary, Benefits, Expectations:**

The Digital Communications Coordinator position is a full-time exempt position (at least 40 hours/week) with flexible scheduling. Occasional weekends and evenings are required. This position is dependent on grant funding and based in Richmond. Although, the possibility of remote work will be considered if viable candidates are located in other parts of the state. Annual starting salary of \$40,000. Benefits include paid vacation, paid holidays, and paid sick days, healthcare, dental, and retirement after six months.

**To Apply:**

Please fill out the short form at <https://forms.gle/hpUpWExrSMmeUatm8> and forward a cover letter, three professional references, a writing sample, and resume to [k Crawford@vaipl.org](mailto:k Crawford@vaipl.org) with “Communications Coordinator” in the subject line and include where you heard about the position. Applications will be accepted until the position is filled.