

Community Engagement Coordinator

Summary: Trees For Tomorrow, a nonprofit located in Eagle River, is seeking a full time Community Engagement Coordinator to assume the duties of marketing, creative design and layout, event planning, and special projects as assigned.

Why Trees For Tomorrow?

- Association with a well-established natural resources specialty school
 - Training opportunities to support professional development
 - Fun and supportive environment
 - Flexible schedule
 - Meals provided during shift, when available

Start date: Position open until filled

Reports to: Executive Director and Operations Manager

Salary: Competitive wage plus benefits. Commensurate upon experience.

Hours: Full-time, non-exempt
30-40 hours/week on-site, including some nights and weekends during special events, conferences, and meetings.

Duties: Community & Fundraising Events

- Coordinate all aspects of event from planning to implementation
- Secure participants, sponsors and donors
- Solicit and volunteers

Advertising & Marketing

- Develop and implement marketing plan including tracking effectiveness and growing new target audience e.g. alumni and members
- Design and update all print and electronic communication materials including website, quarterly newsletter, print ads, and event and program brochures. Excellent command of Adobe Creative Suite is mandatory.
- Increase social media presence across multiple channels
- Write and distribute press releases, PSAs

Special Projects

- Assist Executive Director with fundraising efforts
- Assist front office staff as needed
- Manage and grow membership including securing new members, renewal of existing ones, and management of database
- Other duties as assigned

Skills:

- Marketing and Communications – AS, BS, or equivalent experience
- Excellent written and verbal communications skills
- Layout and design
- Software: Adobe Design Suite (InDesign, PhotoShop, Illustrator) a must, website builders, Microsoft Office 365, social media management (e.g., Hootsuite) a must, and e-mail marketing (e.g., Vertical Response, Constant Contact)

To apply: Send resume, cover letter, and examples of work to: *CEC Hiring Committee, Trees For Tomorrow, PO Box 609, Eagle River, WI 54521*

No phone calls accepted.