

Job Announcement
Communications Coordinator
May 28, 2025

About the Position

RE Sources is seeking a communications coordinator responsible for implementing communications and marketing strategies that inform and grow our audience and impact while making community connections and real-world impact. The ideal candidate will be a talented writer with a blend of design and multimedia communications skills. They'll also have a knack for distilling complex policy advocacy and environmental issues and inspiring people to take action.

We are looking for a gifted storyteller and a quick study who can deftly navigate the modern media landscape with a blend of humor, curiosity and insight. The communications coordinator reports to the communications director as part of a two-person department. The position will also work closely with the development team on digital fundraising platforms and campaigns.

About RE Sources

RE Sources is a nonprofit environmental advocacy organization based in beautiful Bellingham, Washington. Founded in 1982, we mobilize people in Northwest Washington to build just and thriving communities and to protect the land, water and climate on which we all depend. We drive change through a combination of advocacy, education, science and action.

RE Sources stands against racism, white supremacy and the ingrained structures and institutions that enable and perpetuate them. Indigenous, Black and other communities of color are frequently the most harmed by environmental degradation. We envision a future where every person benefits from clean energy, less pollution and thriving outdoor places.

We face major environmental threats in the Pacific Northwest. As a grassroots environmental advocacy nonprofit, we believe greater public insistence and engagement is necessary to pressure elected officials, businesses and fellow community members to take the necessary level of action to turn the tide. RE Sources works to create strategic partnerships, coalitions, and opportunities to protect our region's environment and communities while elevating a unifying narrative of hope and resilience.

Key Roles and Responsibilities

- Content creation: Research stories, write copy, gather photos and video assets, factcheck and proofread work, and publish content in the form of blog posts, webpages, emails (including a monthly e-newsletter), social posts, videos, audio stories, and more.
- Campaign coordination: Collaborate with program staff, development staff, and fellow comms staff to develop campaign strategies and messaging, and implement plans for a variety of goals, including both fundraising and advocacy campaigns.
- Graphic design: Design digital graphics as well as documents, signage and collateral, such as our annual impact report, appeal letters, postcards and event invitations using design software, and work with printers to ensure printability and deliverability.
- Digital platform administration and data management: Effectively coordinate how data flows through digital action platforms, our website, our marketing tools, and our Salesforce CRM, with support from our Salesforce administrator. Set up digital advocacy actions on our digital advocacy platform (Quorum).
- Ad coordination and search optimization: Serve as an admin for the RE Sources website, Google Analytics, Google Ads. Set up Google ad campaigns and keywords, improve the website's SEO, and run ads for social platforms in support of outreach and fundraising campaigns. Design and run ads in print and digital publications on occasion.
- Engagement tracking and analysis: Regularly track analytics for RE Sources' owned media platforms (social, website, email marketing, etc.), and identify ways to reach target audiences, recruit supporters, and deepen engagement for action-takers, volunteers, event-goers, email list members and donors.
- Media relations: Build relationships with local and regional journalists, editors, reporters and media contacts; draft press releases; pitch stories; and track media coverage of the organization.
- Outreach: Collaborate with colleagues to plan, promote and execute outreach events that support programmatic goals, raise RE Sources' profile, and grow our supporter base.

Qualifications

- Ace writing skills, with the ability to adapt tone and depth depending on the subject matter and the format (press releases, blog posts, social posts, etc.)
- Commitment to building a socially just and ecologically restorative future, and a strong equity lens for the stories we tell as an organization.
- A demonstrated interest in environmental advocacy, education and science.
- A Bachelor's degree in communications, marketing, journalism, environmental studies, or closely related field, OR related lived/professional experience.
- Familiarity with a broad suite of digital platforms, including:
 - Email marketing (e.g., Mailchimp),
 - Customer relationship management (CRM) software (e.g., Salesforce),
 - Digital advocacy platforms (e.g., Quorum, EveryAction, Salsa Labs),
 - Content management systems (e.g., WordPress),

- Google Analytics and Google Ads,
- Project management platforms (Asana, Monday, Trello, etc.),
- and an eagerness for learning new digital platforms.
- Formal graphic design training is not required, but skill and experience creating graphics (using Canva or Adobe Creative Suite), while adhering to brand and style guidelines is a plus.
- Ability to prioritize and complete a variety of tasks, meet deadlines, and work collaboratively with a wide range of people internally and externally.
- Prior experience working at or with nonprofits is not required, but highly valued.
- Proficiency in languages in addition to English is not required, but highly valued. We encourage applicants to include mention of language skills in their applications.

Compensation and Benefits

The Communications Coordinator is a full-time (36 hr./week), hourly position based in Bellingham, Washington. We operate on a 36-hour week that ends at noon on Fridays, and we currently take a hybrid approach to the work week with a combination of work-from-home days and in-office days. Because we are a regionally-focused, community-based organization, we are looking for candidates who live in, or are willing to relocate to, Northwest Washington.

The scope of our mission is broad and the work is demanding, but the working environment at RE Sources is supportive, inspiring, and rewarding. **This hourly position starts at \$25/hr.-\$28/hr. (\$46,800-\$52,416 annually)** and includes RE Sources' benefits package of medical, dental and eye insurance, paid sick leave, paid time off and a 401K employer matching option. Full-time, new staff at RE Sources accrue vacation days and holidays as combined PTO at a rate of 25 days per year, and sick leave equal to 12 days per year.

We offer a flexible work schedule, paid time off program, and opportunities for professional growth. Our staff are passionate about protecting the environment, maintaining a supportive, friendly work culture, and modeling our values of interdependence, accountability, justice, impact, and hope.

How to Apply

Applicants are invited to submit a single PDF including a cover letter, resumé and two writing samples by email to hr@re-sources.org (subject line: Communications Coordinator) by **Sunday, June 15th, 2025 at 11:59 pm**. It is not required, but applicants are welcome to link to a professional website or portfolio within their resume if they like.