Title: Communications Coordinator
Location: Venture Outdoors Office, South Side
Reports to: Development and Communications Director
Employee Status: Non-exempt (eligible for overtime after 40 hours)
Hours: Full-Time  Salary: $34,000 Annually
Contact: jobs@ventureoutdoors.org

Venture Outdoors is a nonprofit organization dedicated to connecting everyone to the benefits of outdoor recreation throughout Southwestern Pennsylvania. We provide a variety of activities that inspire an active lifestyle, promote the region’s unique natural amenities, highlight its excellent quality of life, and foster a greater appreciation for the environment.

The Communications Coordinator is responsible for implementing the organization’s communication strategy and brand as developed and managed by the Development and Communications Director. The following are the responsibilities that have been initially defined; however, flexibility, positivity, and a willingness to participate in the development of the department is needed to succeed in this position.

Primary Responsibilities:

- Implement daily, weekly and monthly external communications including, but not limited to, social media posts, newsletters, website updates, blog posts, etc.
- Assist the Membership Manager in implementing communication strategies for current, perspective and past members
- Assist the Paddle Sports Coordinator in implementing communication strategies related to Kayak Pittsburgh
- Assist with special projects and activities for organization-wide events, such as festivals and member events
- Assist with Venture Outdoors fundraising activities such as the end of year campaign
- Acting staff photographer for events, programs, activities, meetings, etc. as needed
- Assist with website updates and development
- Be an ambassador for Venture Outdoors
- Other duties as assigned

Qualifications

- Experience in facilitation (briefing, debriefing)
- Strong administrative and organizational skills
- Ability to work on diverse teams or with a diverse range of people
- Ability to work creatively and constructively with staff to create a team environment
- Ability to plan, organize, and prioritize work while managing multiple deadlines in a continually changing work environment
- Ability to work well independently and also be a part of a team
• Excellent interpersonal skills, both verbal and written
• Ability to take initiative and produce results
• Experience in graphic design
• Dedicated and committed to the mission of Venture Outdoors

Requirements

• Current CPR and First Aid certifications (can acquire upon hiring)
• PA State Act 33/34 Background Clearances and FBI Background check (can acquire upon hiring)
• Familiarity with Salesforce and/or other CRM systems
• Familiarity with website design and maintenance
• Strong management skills
• Must be able to lift 50 pounds over your head
• Flexibility to work where necessary on the weekend, evening and holiday hours

To apply please send a cover letter and resume/cv to jobs@ventureoutdoors.org. Please include “Communications Coordinator" in the subject line.