

Solana Center for Environmental Innovation

Communications & Outreach Coordinator

Join our award-winning organization to help lead change and environmental action. Our dedicated team – through outreach, education, and consulting – serves as a critical resource for San Diego County and beyond. We focus on issues and practices surrounding soil, water, and waste, with impact on the region and influence nationwide. Since 1983, our non-profit organization has worked with people of all ages and backgrounds to support local sustainability.

Background

This position contributes to external Solana Center communications, supporting the Marketing & Communications, Environmental Education, and Environmental Solutions teams to share information about Solana Center's workshops and events. The Communications & Outreach Coordinator will report to the Marketing & Communications Manager and is expected to manage event and workshop promotion from start to finish including updating information on the website, posting to social media; newsletters/eblasts, and outreach to relative community organizations and partner groups. Experience with event marketing and graphic design is preferred. The role will have creative flexibility to contribute to the style and tone of communications. This is an integral role within the organization, working with all departments and requiring professionalism, excellent people skills, and extreme attention to detail.

Duties and Responsibilities

Primary

- Promote scheduled events, workshops, and presentations. This includes the creation of flyers/print materials, website content, newsletters, outreach to community organizations, and social media posting.
- Develop promotional materials and collateral as needed, including event



- announcements, signs, flyers, and graphics
- Write press releases and assist with media outreach
- Foster relationships with communities throughout the San Diego region

Support

- Support existing contract needs and identify new opportunities
- Proofread and edit outgoing documents as needed
- Assist with creating reports for contracts, grants, and other marketing purposes
- Support Marketing & Communications Manager
- Other duties as assigned

Required Qualifications

- Exceptional communicator (written and oral)
- Extremely detail-oriented and comfortable working independently
- Experienced collaborator able to work with diverse groups including community partners, volunteers, and donors
- Strong computer skills: Microsoft Office Suite, Google products and CRMs
- Knowledge of design programs (Canva, Adobe Creative Suite, etc.)
- Excellent organizational skills

Preferred Qualifications

- Communications, PR, or Marketing experience preferred
- Basic photography, photo and video editing experience
- Experience working with non-profits and a passion for environmental education and outreach

This position is at-will, non-exempt, part-time (10-20 hours per week), and is paid \$15/hour, according to the laws of the State of California. Hours are flexible and remote work is possible. Solana Center for Environmental Innovation is an Equal Opportunity employer.

Please send a cover letter/email, resume, and writing sample to marketing@solanacenter.org

