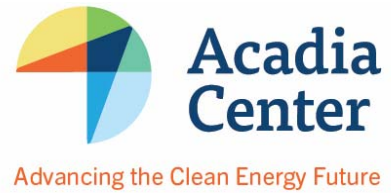


# Public Engagement and Communications Associate

## Job Posting

Open Period: Dec. 4, 2017 – Jan. 19, 2018



Acadia Center, a non-profit, research and advocacy organization committed to advancing the clean energy future, is seeking a Public Engagement and Communications Associate to join its team working on public engagement and organizational advancement. Acadia Center works to develop a clean energy economy by offering real-world solutions to the climate crisis.

## Position

Acadia Center is adding a position to support work in the organization's Public Engagement Team. This is an exciting opportunity for a motivated communicator who can help Acadia Center capture the excitement and significance of its work through compelling storytelling across digital media. Acadia Center's Public Engagement Team raises awareness of strategies to build the clean energy future and facilitates the organization's promotion of reports and advocacy materials. Together the Team works on communications, media, organizational marketing materials, adaptation of detailed information into engaging and well-designed public facing handouts, hosting community and other forums, organizational advancement, and related activities. The Public Engagement and Communications Associate will work with the team to advance the organization and its work by telling Acadia Center's story through blogs, email marketing, press outreach, and social media. S/he will play a fundamental role in the digital operations of the organization, assisting also with website management and event planning. The Public Engagement and Communications Associate will help shape and grow Acadia Center's social media strategy, while also contributing to the broader Public Engagement strategy.

This is an opportunity for an adept and organized self-starter who is excited about Acadia Center's mission and approach.

## Activities

- Develop original content for social media and build Acadia Center's social networks.
- Develop content for web publication through close collaboration and interviews with staff.
- Monitor Acadia Center's digital presence, including web analytics and press hits.
- Create content for and manage distribution of Acadia Center's newsletter and other email marketing.
- Support distribution of press releases, advisories, and pitches; manage Acadia Center's media contact database.
- Collaborate with staff across the organization to distribute digital materials to our networks.
- Assist in planning and promoting events through social media and other digital communications platforms.
- Support other Public Engagement tasks as necessary.

## Qualifications

- 2-5 years journalistic/editorial/nonprofit communications experience.

[acadiacenter.org](http://acadiacenter.org) • [admin@acadiacenter.org](mailto:admin@acadiacenter.org) • 617.742.0054 ext. 001

Boston, MA • Hartford, CT • New York, NY • Providence, RI • Rockport, ME

- Outstanding writing skills, with ability to translate complex information into accessible sound-bites or longform articles.
- Experience with social media as a tool for organizing or promotion.
- Ability to organize and prioritize multiple projects with attention to detail, to work in an interactive team environment, and to ask for direction when needed.
- Self-motivated with ability to work independently.
- Excellent interpersonal skills.
- Commitment and enthusiasm for sustainable energy and climate progress. Experience with clean energy in New England a plus.
- Bachelor's degree, master's preferred.

## Technical Proficiencies

- Microsoft Office Suite (Word, Excel, and PowerPoint) and Prezi preferred
- Wordpress, Constant Contact, and other social media/content management systems
- Familiarity with Adobe In-Design, Photoshop; Eventbrite

## Hours and Compensation

This is a full time, exempt, salaried position based in Boston, MA, although other Acadia Center office locations may be considered. Occasional travel, mostly within the Northeast, may be expected. Salary is commensurate with the selected candidate's experience and skill level. Benefits include health care, dental, retirement, and disability.

## About Acadia Center

Acadia Center researches, develops, and advocates innovative policies that tackle the region's environmental challenges while promoting sustainable economies. Acadia Center has a unique capacity to combine a wide range of data sources, complex technical research, and economic analysis into useful information for policy makers, the media, and the public. Acadia Center's Climate and Energy Analysis (CLEAN) Center provides targeted, reliable data, and policy analysis that is necessary for effective policymaking. Our work is highly regarded among non-profits, businesses, consumers, public officials, and the media and is used widely to help advance clean energy and climate solutions at the state, regional, and federal levels. Acadia Center has consistently received Charity Navigator's highest 4-star rating for fiscal management and devotion of revenues to program work.

Acadia Center's staff is based in offices in Boston, MA; Providence, RI; Hartford, CT; New York, NY; Rockport, ME; and Vermont/New Hampshire.

## To Apply

To apply, please send a cover letter of interest, resume, and at least two professional references to [admin@acadiacenter.org](mailto:admin@acadiacenter.org). Please insert **Public Engagement Associate** in the subject line and where you saw the posting in the body of the email. Phone calls will not be accepted.

*Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, religion, sex (including pregnancy), national origin (including unlawful language proficiency requirements), age (40 or older), disability, gender identity, sexual orientation, genetic information, ancestry, military service, and citizenship.*