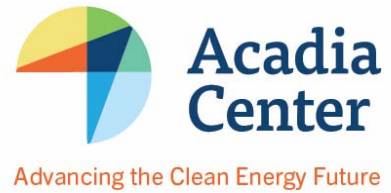


# Communications Associate

## Employment Opportunity

Spring 2016



Acadia Center, a non-profit, research and advocacy organization committed to advancing the clean energy future, is seeking a Communications Associate. Acadia Center is at the forefront of efforts to build clean, low carbon and consumer friendly economies. Acadia Center provides accurate and reliable information, and offers a real-world and comprehensive approach to problem solving through innovation and collaboration.

### Position

Acadia Center seeks an energetic Communications Associate to be the key staff point person to advance and coordinate communications efforts including media, web and social media communications, synthesize relevant media reports for internal use and work with the organization's leadership team to advance the organization's messages and public facing activities. This is an opportunity for an adept and organized self-starter who is excited about Acadia Center's mission and approach and who would like to apply and advance non-profit and communications management skills.

### Activities

- Content for print and online media outreach: press releases, LTEs, op-eds
- Track press contacts and coverage
- Assist with developing and carrying out media/outreach strategies for initiatives
- Develop organization materials –fact sheets, issue briefs, etc.
- Produce a monthly newsletter
- Maintain relationships with design firms and our website developer
- Produce web-based content including website text and social media
- Develop materials and content for print, web and presentations
- Coordinate with Development Director, Board of Directors and Advisory Council

### Qualifications

- Excellent verbal and written communications skills, with the ability to present information concisely and effectively
- Ability to organize and prioritize multiple projects, and to ask for direction when needed
- Self-motivated with ability to work independently.
- Excellent interpersonal skills.
- 1-3 years' experience in communications and/or non-profit communications preferred
- Commitment and enthusiasm for sustainable energy and climate progress
- Minimum Bachelor's Degree 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 (preferred)

## Hours and Compensation

This position is intended as full time and expected to be based in Boston, MA but other Acadia Center locations could be considered for the right candidate. Occasional travel, mostly within New England, is 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 is a non-profit, research and advocacy organization committed to advancing the clean energy future. Acadia Center is at the forefront of efforts to build clean, low carbon and consumer friendly economies. Acadia Center provides accurate and reliable information, and offers a real-world and comprehensive approach to problem solving through innovation and collaboration. Acadia Center staff is based in offices in Boston, MA; Providence, RI; Hartford, CT; New York, NY; Rockport, ME; and Ottawa, ON, Canada, with additional staff in Maine and the Vermont/New Hampshire area. Acadia Center researches, develops and advocates innovative policies that tackle the region's environmental challenges while promoting sustainable economies. Acadia Center's Climate and Energy Analysis Center (CLEAN) fills a needed role for targeted, reliable data and policy analysis. 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. Our work is highly regarded among non-profits, business, 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 received Charity Navigator's highest 4 Star rating for fiscal management and devotion of revenues to program work.

## 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 **Communications 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.*