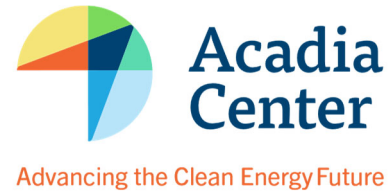


Staff Writer - External Relations

Search Open March 12, 2020



Position

Acadia Center is seeking a Staff Writer – External Relations to develop materials to support its Public Engagement and Development efforts. The position will draft Acadia Center materials for external relations including foundation and funding sources and communications and press. The position will contribute through content writing, content editing, article pitching, and relationship building with press and stakeholders. The Staff Writer-External Relations will work with the organization’s program and design and graphics staff on the adaptation of detailed research and policy information into engaging and well-designed public-facing content, including newsletters, handouts, blogs, social media campaigns, organizational documents, and materials for interpersonal engagement with press and partners. The Staff Writer will draft and shape foundation and donor materials including grant pitches and grant reports.

Responsibilities

- Coordinate, format and provide drafting for the organization’s monthly newsletter
- Draft grant reports and foundation and donor materials
- Collaborate with staff and the Public Engagement team in producing outward-facing materials, including handouts, blogs, op-eds, and press releases
- Create and maintain a list of controversial issues and pre-drafted Acadia Center messaging and provide editing support for rapid response messaging (statements, tweets, Facebook posts, op-eds, blogs, press releases, etc.). Work with staff on distribution strategies
- Monitor earned media efforts, including article and interview pitches, and collect relevant press clips
- Collaborate with staff to inventory press contacts and relationships
- Participate in an ongoing website update project, assisting in writing and editing web content
- Develop materials for org promotion and marketing in collaboration with development team

Requirements

- Expert writing, editing, and storytelling skills
- Excitement in supporting our mission to advance ambitious, consumer friendly solutions to build an equitable low carbon economy
- Interest in translating complex, technical information into digestible, compelling content
- Interest in media trends, specifically in the environment and energy space
- Eagerness to connect with existing and potential press contacts, partners, and influencers
- Experience using analytics to successfully inform and assess social and digital media performance

Compensation

This is a full-time, exempt, salaried position. This position is anticipated to be based in Boston, MA but other Acadia Center offices could be considered. Acadia Center compensation is highly competitive with peer non-profit groups and salary is commensurate with the selected candidate’s experience and skill level. Benefits include health care, dental, retirement, disability, and vacation benefits.

acadiacenter.org • careers@acadiacenter.org • 207.236.6470 ext. 001

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

Organization

Founded in 1998, Acadia Center is a leading non-profit working to advance a low carbon, clean energy economy in the northeastern United States that benefits all. **Acadia Center's mission** is to advance bold, effective, and equitable clean energy solutions for a livable climate and a stronger, more equitable economy. Acadia Center achieves change through thought leadership, analysis, advocacy, coalition building, and engagement with the public in the Northeast and beyond. The urgency of the climate crisis requires that we **Make the Next Decade Count™** and accelerate the transition to a low-carbon future that supports a stronger, more consumer-friendly and just economy while ensuring deep reductions in greenhouse gas emissions.

Acadia Center has a unique capacity to combine a wide range of data sources, complex technical research, and economic, health and consumer 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. For more information, please visit <http://acadiacenter.org>.

Acadia Center staff is based in offices in Rockport, ME; Boston, MA; Providence, RI; Hartford, CT; and New York.

To Apply

To apply, please send a cover letter of interest, resume, and at least two professional references to careers@acadiacenter.org. Please insert **Staff Writer** in the subject line and please indicate 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, creed, religion, sex, pregnancy, age, national origin or ancestry, physical or mental disability, gender, gender identity and expression, sexual orientation, genetic information, marital or civil union status, military service, citizenship, or any other characteristics and traits protected under applicable federal, state or local law.