

Job Title: Communications & Design Coordinator
Department: Communications
Reports To: Senior Manager of Communications
Classification: Full-time/Annual, Hourly/Non-exempt
Work Schedule: Monday through Friday; flexible
Pay Rate: \$24.00 to \$26.00 per hour DOE
Benefit Package: Full benefit package provided; health benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

Overview:

IslandWood's mission is to provide exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The Communications Team plays an essential role in furthering IslandWood's mission by implementing a targeted press strategy, ensuring a dynamic digital presence, and creating compelling messaging that links core programs to strategic initiatives.

Primary Responsibilities:

- Design and update various internal documents, including annual reports, program overviews, endowment reports, event sales documents, community event flyers, teacher professional development flyers
- Design graphics for website, social media, email and advertising, with copy and input provided by Communications team
- Design, build, troubleshoot, edit and send all emails on behalf of internal teams; fundraising, graduate program, community events, event sales, and brand
- Project manage external designers with input provided by Communications team
- Manage print production process and external vendors for all printed pieces
- Design and edit IslandWood's Classy web pages (third party provider of Donate page, event ticketing, etc.)
- Support IslandWood's commitment to mission, vision, values and goals
- Commitment to support IslandWood's work towards justice, equity, diversity and inclusion

Required Qualifications:

- Two years of graphic design experience and proficiency working in InDesign, Photoshop and Adobe Pro
- Two years of project management skills in a complex, fast moving environment
- One year of experience designing emails in volume
- Print production experience
- Strong written and verbal communication skills
- High attention to detail
- HTML experience not necessary, but preferred
- Highly efficient with a proven capacity to work under pressure and maintain positive working relationships
- Ability to use good judgment, work independently, take initiative, and make recommendations in resolving problems
- Computer proficiency including fluency with the various Microsoft Office applications
- Must pass child safety screening procedure; post offer
- Must be able to comply with and maintain a smoke-free and drug-free work environment

JOB OPPORTUNITY

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Application Requirements:

Please submit a cover letter, resume and two current references **OR** an [Application for Employment](#)

By email to: employment@islandwood.org and state "Search for Comms & Design Coordinator" in the subject line.

By mail to: IslandWood, Search for Comms & Design Coordinator, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: 08 January 2020

Application Deadline: Open until filled

Start Date: As soon as practical; January/February 2020

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.