

Social Media Outreach and Project Assistant for Beyond Toxics

Applications accepted starting December 26, 2015 until the position is filled.
Anticipated Starting date: February 1, 2016

Job Description

The Social Media Outreach and Project Assistant must demonstrate a strong commitment to engaging vulnerable Oregonians to protect the environment and human health. This staff position will work closely with the Executive Director, Environmental Justice Manager and Media and Communications Manager to develop a comprehensive strategy for educating the public about environmental protection policies, environmental justice and health.

This person will coordinate events and build coalitions for projects related to the Beyond Toxics Forests and Environmental Health Campaign.

Beyond Toxics requires someone who is self-motivated, organized, can juggle multiple tasks and deadlines effectively and is an excellent communicator. S/he should enjoy working with diverse people and have strong interpersonal skills. Strong writing skills and social media experience are required. We value a person with Spanish language skills who can communicate with our Latino allies and members.

This staff position will assist with program promotion, writing communications and helping to plan and promote (?) events for Beyond Toxics' main program areas, including:

- Environmental Justice
- Reducing toxics in the environment
- Protecting community health
- Promoting air quality policies and reducing industrial pollution

Beyond Toxics operates in a fast-paced, mission-driven work environment. This position is a .5 FTE, part-time position (20 hours per week), and requires committing to a one-year contract. The position may expand to full-time.

Description of Duties

• Assist the Executive Director

• Project Management (12 hours/week):

- * Develop project outreach strategies with Executive Director;
- * Assist to develop work plans and project tracking systems;
- * Organize and manage statewide events.

• Media and Writing (8 hours/week):

* Organize public outreach through social media with the goal of expanding public support for our campaigns;

* Recruit new environmental health advocates and volunteers;

* Build media relationships and seek out media opportunities;

* Contribute to content for newsletters, blogs and regular emails to members; other needs as they arise;

* Design graphic images; Organize graphics archives;

* Photography and videography, as needed;

* Enhance community relationships and engage members;

* Table at events and assist with special events and fundraisers.

See page two for qualifications, compensation and instructions to apply...



Qualifications Required

- 1 year of previous organizing or non-profit experience.
- 1 year of previous experience with social media, communications and community networking.
- A bachelor's degree or equivalent work experience.
- Ability to demonstrate knowledge and communicate about environmental health, environmental justice, social justice and environmental policy.
- Ability to work independently, be organized, conduct research and track results and meet deadlines
- Ability to speak clearly and confidently in front of large groups or one-on-one with new contacts
- Proficiency with the following applications: InDesign, Word, Excel, Photoshop, Wordpress, donor management and email marketing software.
- Preference for a candidate able to speak and write in Spanish
- Ability to represent our organization in a professional and reliable manner. Candidate must be willing to work on weekends or after hours if required with advanced notice.

Compensation:

The position is for one year, with the potential for extended employment and increased hours pending future funding.

First 3 months: \$16.00/hr;

Following positive 3-month review: \$16.50/hr.

To Apply:

Please submit a brief cover letter explaining your experience and why you are seeking a job to advocate for environmental justice in the non-profit environmental sector.

Send your resume with references, 1-2 samples of your graphics work, 1-2 writing or social media project(s) samples, two letters of recommendations to info@beyondtoxics.org.

Questions? **541-465-8860**

About Us

Beyond Toxics is a statewide 501(c)(3) non-profit organization based in Eugene. We are an environmental justice organization working to guarantee environmental protections and health for all communities and residents. We expose root causes of toxic pollution and help communities find effective, lasting solutions. We do grassroots organizing, environmental health research and legislative action.

Read more about us: <http://www.beyondtoxics.org/about/>

Read what people have said about Beyond Toxics:
<http://www.beyondtoxics.org/donate/#testimonials>

Contact:
info@beyondtoxics.org / **541-465-8860**

