



POSITION: Part time Communications Consultant (contract position)

LOCATION: Remote (preferably based in North Carolina)

HOURS and COMPENSATION: To be determined with contractor

ORGANIZATION: EarthShare North Carolina

POSTED: 1/17/25

ABOUT EARTHSHARE NORTH CAROLINA

At EarthShare NC, you will be part of a creative and dynamic nonprofit working to connect people and resources to environmental work and climate solutions. We are a coalition of twenty-four NC-based environmental nonprofits, thirteen Board Members, and a network of corporate and community relationships coordinated by a small, mission-driven staff.

Our unique niche is at the intersection of the business and nonprofit communities. We partner with companies to offer employees impactful opportunities to learn, volunteer, and give, while supporting our nonprofit members who tackle critical issues like clean air, healthy rivers, climate change, and wildlife protection. Together, we're working to safeguard North Carolina's communities and natural resources.

SUMMARY OF JOB DESCRIPTION

We're looking for a Communications Consultant to craft and execute a communications strategy that amplifies our mission, engaging a wide range of audiences and ensuring a unified, compelling message across all our digital platforms. As a remote position, you'll have the flexibility to work from anywhere, collaborating with the team through Microsoft Teams. If you're ready to bring creativity and strategic vision to a role that makes a difference, we want to hear from you!

RESPONSIBILITIES INCLUDE:

- Communications Strategy
 - Develop strategy with staff
- Social Media
 - Develop and manage the content calendar
 - Manage social media accounts
 - Create and post content
 - Track and analyze metrics to increase engagement
- Graphics and Design
 - Prepare graphics for website and other external use
 - Design and send newsletters, including the bimonthly Corporate Partner news, monthly Member Update, and bi-monthly general E-news
- Website
 - Implement annual schedule of website updates
 - Support website updates including the Earth Day Events webpages and NC Climate Week website



- Track analytics and contribute to strategic discussions to build engagement

CANDIDATE REQUIREMENTS

- Demonstrated ability to create professional and engaging graphics for digital media use
- Skilled with Canva and WordPress
- Competent with Microsoft 365 and associated apps
- Strong attention to detail
- Ability to work remotely, independently and collaboratively
- Self-starter with the ability to report progress and meet deadlines
- Knowledge of environmental and climate issues and appreciation for the value of environmental nonprofit organizations to promote the health of our environment and people

HOW TO APPLY:

Send your **resume, cover letter, and an example of your graphic design work** that is relevant to the work of this position to Melissa Keeney, Director of Corporate Engagement & Impact: melissa@earthsharenc.org. Applications will be reviewed as received. We will accept applications until the position is filled.

Diversity, Equity, and Inclusion are a [core part of our organization's principles](#), and we strongly encourage people of color, those of Native American descent, and LGBTQ individuals to apply.