



Connecticut Roundtable on Climate and Jobs

Communications Director

Organizational Summary

The CT Roundtable on Climate and Jobs is a fast-paced, nimble organization with a team that is fun, committed, and passionate about a just transition to a low-carbon economy. We have entered a new phase in our organization where media relations and community engagement are integral to the work that we do.

Position Summary

The Communications Director for the CT Roundtable on Climate and Jobs (CRCJ) is a full-time staff member who helps create, promote, and implement a strategic communications plan to support organizational growth and successful issue campaigns. The CRCJ Communications Director works with the staff team to create and promote the organizational identity and mission to members, partners, media and the public through the management of our website and social media platforms, media relationships, creation and distribution of campaign materials, press releases, and other documents.

Duties/Responsibilities

- Oversees and produces, from concept to completion, a broad array of digital and print promotional and communication materials for the organization
- Creates and maintains strong relationships with the CT journalism media ecosphere
- Ensures that all materials present a clear, unified, and positive image and message for the organization
- Maintains and updates organizational website and social media in a timely manner
- Monitors web-based analytics for optimal reach
- Plans, prepares, and distributes original content such as campaign materials, action alerts, newsletters, press releases, emails, social media posts, and other updates on behalf of the organization
- Creates graphics that align to our branding guidelines
- Tracks/surveils all CRCJ-related and relevant labor and climate news and coverage and communicates this coverage with staff and posts on social media on a timely basis
- Helps coordinates, promotes and attends special events and functions
- Promotes and reports on organizational milestones and activities such as strategic goals and projects; new campaigns; community activities; new hires, promotions, and retirements
- Arranges for photography and/or press coverage for special events
- Assists in fundraising efforts including event planning and grant prospecting
- Performs other related duties as assigned

Required Skills/Abilities

- Exceptional verbal and written communication skills in English; proficiency in Spanish strongly preferred



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- Extremely proficient with Microsoft Office Suite, G Suite, Photoshop or other graphics software, WordPress, social media platforms, Google ads, and analytics
- Excellent organizational skills, strong initiative, and attention to detail
- Enjoys working in a small team with an 'all hands on deck' attitude
- Familiar with the CT journalism media landscape with history of published press releases
- Can work remotely but must live in or be willing to move to CT
- A commitment to addressing the historical and current impacts of racism, sexism and other social injustices in building a diverse coalition

Education and Experience

- Bachelor's degree in related field required
- Two years of experience in marketing, publications, or a related field required
- Values that align to our mission and platform
- Previous advocacy and/or political experience preferred
- Background knowledge on climate change, environment, justice and equity issues, and/or organized labor, and an understanding of how these issues intersect
- Demonstrated experience working effectively and collaboratively with a wide range of people and organizations

Applicants should send a cover letter, a writing sample, and resume in one pdf file to michelle@ctclimateandjobs.org.

The Connecticut Roundtable on Climate and Jobs is an antiracist organization committed to providing equal opportunities to people regardless of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.