



Position Description for  
**Communications Coordinator**

*Alabama Audubon is seeking an individual to serve as its Communications Coordinator. This position oversees all aspects of the organization’s public-relations work and its public-facing communications. This individual reports to the Finance & Administrator Director and works in close consultation with senior staff to develop and refine our organization’s public-facing messaging and branding efforts. This is a full-time salaried position that offers a full benefits package, a hybrid office/remote work schedule, and the opportunity to develop professionally with a dynamic, mission-driven non-profit. More information about our organization and the position may be found at [alaudubon.org](http://alaudubon.org).*

**Core Responsibilities of the Communications Coordinator:**

- Coordinates the organization’s outward-facing communications, including website, advertising, social media and direct-to-member emails.
- Develops and maintains Alabama Audubon’s brand identity across all the organization’s media platforms.
- Administers and maintains Alabama Audubon’s website.
- Prepares the monthly and quarterly membership newsletters, with assistance from other staff.
- Designs and coordinates the publication of the annual report.
- Produces written materials for dissemination to the public.
- Takes the lead on developing, marketing, and sales of Alabama Audubon merchandise.
- Represents Alabama Audubon at selected festivals and events.
- Fosters productive relationships with partners and allied organizations.
- Assists in the recruitment and retention of new members.

**Core Qualifications for this Position:**

- Two or more years of experience in public relations, marketing, or media. Bachelor's degree preferred.
- Demonstrated strong people and writing skills.
- A proven record of public interaction that demonstrates media savvy and professionalism.
- Experience with the full Adobe Creative Suite (Photoshop; InDesign; Illustrator).
- Website maintenance and administration experience, experience with Wordpress or SquareSpace preferred. Experience in coding is not necessary.

- Ability to communicate clearly, to work effectively both individually and in partnership with others, and to exercise independent judgment, coupled with strong organizational, planning, and problem-solving skills.

**Salary and Benefits:**

Starting salary of \$45,000-50,000 is negotiable based on qualifications. The benefits package includes health and dental coverage, retirement contribution, paid vacation, and professional development opportunities. This professional position, which is exempt under the Fair Labor Standards Act, on occasion requires work on evenings and weekends.

**Physical requirements:**

- The employee must be able to carry out a wide variety of physical tasks (including lifting, reaching, bending, pushing, pulling, sitting, typing, driving, and speaking) under a variety of conditions, both indoor and outdoor.
- Tolerate a variety of challenging field conditions, including difficult weather (hot, cold, wet, inclement), remote and inaccessible locations, and inhospitable vegetation.

*It is the policy of Alabama Audubon that all persons are entitled to equality of opportunity in all areas of employment regardless of race, sex, disability, age, national origin, religion, veteran status, genetic information, or other legally protected status.*

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**To apply:**

Your application should include the following:

- A cover letter explaining how your experience qualifies you for this position,
- Your resume, and
- Two writing samples.

Email your application in a single PDF to the Alabama Audubon Hiring Committee at [scot@alaudubon.org](mailto:scot@alaudubon.org), with the subject line: COMMUNICATIONS COORDINATOR APPLICATION. References may be required upon request. Applications will be reviewed as they are received. No calls, please.