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## **COMMUNICATIONS AND SOCIAL MEDIA CONTRACTOR– GRADES OF GREEN**

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At Grades of Green we walk the walk- we need you to help us talk the talk! We are looking for a talented, collaborative, and multi-faceted communications professional — who is passionate about the health of our planet — to create, execute, and implement creative social media posts and communication projects.

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### **ABOUT GRADES OF GREEN**

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Grades of Green educates and empowers students to take action and lead environmental change. We mentor young people around the world and provide them with the leadership skills, resources and connections they need to solve today’s environmental challenges.

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### **POSITION SUMMARY**

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The Communications contractor will put their skills and passions into action to proactively and imaginatively develop and advance Grades of Green’s social media, marketing, and communication initiatives. This position reports to the Executive Director and works closely with the Program and Operations Managers.

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### **CONTRACTED PROJECT RESPONSIBILITIES**

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- Create and update internal and external messaging, pitch decks, branding, press releases
- Assist in the production of newsletters
- Develop, curate and schedule engaging and punny content for social media platforms
- Update and maintain a social media/editorial calendar and manage scheduling compelling original content across all brand channels on a weekly basis
- Participate in writing annual and campaign impact reports

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### **REQUIRED SKILLS**

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- Social media, communications experience with engaging writing skills
- Proven track record for successful campaign and communication project management
- Strong operating knowledge in utilizing Microsoft Office, Google products and experience with graphic design programs such as Adobe Suite products and Canva
- Experience with digital campaigns and ads across platforms, content creation across platforms, and data analysis
- Strong organizational abilities in planning, program development and task facilitation
- Self-starter, detail-oriented, team player and excellent communication skills
- Ability to multitask, work fast, quickly change priorities, and meet deadlines
- Strong sense of ownership and entrepreneurial spirit; scrappy and proactive, always looking for ways to take initiative and improve existing programs / processes
- Keen eye for visual design
- Flexible hours: 10-15 hours/week
- Hourly: \$25.00

Please submit a cover letter, resume, link to social media posts and short writing sample to: [info@gradesofgreen.org](mailto:info@gradesofgreen.org)