



*Job Description*

**Communications Associate**

Full-Time Position (100%)

Greenbelt Alliance, the San Francisco Bay Area's advocate for open spaces and vibrant places, seeks an experienced candidate for the position of Communications Associate.

**Position Summary**

The Communications Associate will be responsible for supporting Greenbelt Alliance's online and new media presence and helping to promote Greenbelt Alliance's message in a clear, compelling, and consistent way to a growing audience. The ideal candidate will be web savvy with html knowledge and a strong writer with an eye for good design.

The Communications Associate will report to the Communications Director and will work closely with the entire Greenbelt Alliance team, to support Greenbelt Alliance's efforts to protect open space and encourage infill development in the Bay Area. See [www.greenbelt.org](http://www.greenbelt.org) and [www.growsmartbayarea.org](http://www.growsmartbayarea.org) to learn more about our work.

***Key Responsibilities***

*Writing and Editing:* The Communications Associate will edit and design content for Greenbelt Alliance's email newsletters and targeted email campaigns. The Communications Associate will also help write for the Grow Smart Bay Area blog, and post on Facebook, twitter, and other social media.

The Communications Associate will also have the opportunity to help edit, plan, and write stories for Greenbelt Alliance's quarterly newsletter and annual report.

*Online Communications:* The Communications Associate will be responsible for assuring that Greenbelt Alliance's websites are updated and suggest ways to improve the websites and increase traffic. The Communications Associate will also work with field staff to send targeted email messages about campaigns and outings.

*Communications Support:* The Communications Associate will help all Greenbelt Alliance departments create materials that further the organization's mission. This will involve editing documents, helping with graphic design and layout, and supporting media work as needed.

***Qualifications***

The Communications Associate will be enthusiastic and self-motivated with some combination of the following qualifications:

- Outstanding writing skills.
- Experience with online communications.
- Experience with website maintenance and design using Dreamweaver.
- Excellent oral communication skills.
- Editing experience or aptitude.
- Ability to work effectively in teams and in collaboration with others.
- Ability to communicate effectively with a wide variety of people and constituencies.
- Experience and skill in prioritizing and managing multiple projects simultaneously.
- Commitment to sustainable community development and environmental protection.
- A good sense of humor.

The Communications Associate will have a bachelor's degree and at least 1-2 years of experience in online communications, writing and editing, with at least 1-2 years experience in a nonprofit environment. Graphic design experience (especially with InDesign and Photoshop) is a strong plus.

The Communications Associate will work out of the San Francisco office. Candidates for the position should have a valid California Driver's License and be willing to travel throughout the Bay Area; access to a car is helpful but not required.

The Communications Associate will generally work during regular office hours, with the possibility of occasional weekend or evening events.

Most importantly, the Communications Associate will be committed to promoting livable communities and protecting the Bay Area's greenbelt for this and future generations.

### **Salary and Benefits**

The salary is commensurate with experience. Medical and dental insurance provided as well as short-term disability, flexible spending, and 403(b) accounts. Generous vacation package.

### **To Apply**

Send a resume and cover letter to [jobs@greenbelt.org](mailto:jobs@greenbelt.org)

Applications can also be sent via postal mail to:

Greenbelt Alliance  
Attn: Communications Associate Search  
631 Howard Street, Suite 510  
San Francisco, CA 94105

Applications will be accepted until December 4, 2009.

### **About Greenbelt Alliance**

Greenbelt Alliance is the San Francisco Bay Area's advocate for vibrant places and open spaces. Founded in 1958, we work to make the Bay Area a better place to live by protecting the region's greenbelt and improving the region's cities and towns. We have helped protect over 1.1 million acres of farmlands, parks, watersheds, and other open space. Greenbelt Alliance is also a leading advocate for creating livable communities: walkable neighborhoods near transit, shops, and jobs, with homes people can afford.

With a committed staff of 23, Greenbelt Alliance has a strong team spirit and sense of fun. We are headquartered in San Francisco, with offices in San Jose, Santa Rosa, Walnut Creek, and San Rafael.

Greenbelt Alliance values a diverse workplace and is an equal opportunity employer with a commitment to engaging the skills and leadership of people of color, LGBT persons, and other people from diverse backgrounds. People from these and other traditionally marginalized backgrounds and communities are strongly encouraged to apply.