

Position Begins Aug 20th - Sept 1st, 2026 (negotiable), open-ended with periodic review

Part time 5-8 hours per week

Primarily remote, occasional Zoom and in person meetings

Compensation - \$25 - \$35 per hour DOQ

Submit non-AI* cover letter, resume, and availability to: wec-job@proton.me

COMMUNICATIONS COORDINATOR

Job Summary: We seek a dynamic, proactive Communications Coordinator to elevate the Whatcom Environmental Council's (WEC) voice across multiple platforms, by developing, implementing, and managing strategic communications to enhance our visibility and relationships with supporters. Your expertise in media relations, content creation, and communication formats will help us deliver clear, compelling messages to diverse audiences. This paid position is an exciting chance to shape our public image and hone your skills.

Responsibilities - in coordination with the WEC Board of Directors

Objective 1: Communicate environmental and land use issues to the public, and our work on such issues.

Objective 2: Enhance public awareness of how to engage in community activities.

Objective 3: Promote WEC as an effective, well-informed, and pro-active environmental organization.

Strategy 1: Create and implement a Communication Plan to address the objectives above.

Strategy 2: Strengthen connections between WEC, known supporters, and the broader community.

Strategy 3: Use WEC's communication channels frequently, consistently and effectively.

Strategy 4: Prioritize meaningful opportunities for public engagement:

- Update, manage, and promote WEC's website (currently on WIX) and social media pages
- Craft and distribute press releases and media/public advisories to promote work and achievements
- Manage social media, schedule posts, and analyze optimization metrics
- Create a communications strategic plan to enhance public and supporter engagement
- Build and maintain strong relationships with media outlets, journalists, and community partners
- Maintain calendar of WEC events and regular meetings of Whatcom County Council, city councils, County and Bellingham Planning Commissions, PUD's, NWCAA, Port of Bellingham, County Conservation District
- Using approved search keywords, add items of environmental interest in above agencies' meeting agendas to website calendar, and advise Policy Committee of items of special note
- Coordinate board public speaking, presentations, and events to represent our mission and values
- Proofread and edit written materials for clarity, accuracy, and adherence to style guidelines
- Maintain and organize WEC's contact list and shared Google Drive
- Conduct research, and report on industry trends, audience preferences, media coverage, and competitive messaging to improve communication campaigns
- Recommend and manage upgrades to our software, apps, and programs

Preferred Requirements - Experienced in and comfortable with:

- Working within professional communications or related, e.g., journalism or public relations
- Writing and verbal communication skills
- Professional writing style standards
- Managing website and social media platforms, including content marketing strategies
- Researching industry trends and analyzing data to inform strategic planning
- Timely proofreading, editing, and producing high-quality graphic, written, and AV product
- Media relations, press releases, and strategic communications planning

**WEC is interested in YOUR creative thinking, writing, and communication skills, so we want to hear directly from you, not AI.
Thanks in advance for your understanding.*