



Communications Coordinator

Job Summary

The Communications Coordinator will play a vital role in enhancing the visibility and impact of Healthy Climate Wisconsin through strategic communication efforts. This position is responsible for garnering earned media, managing social media platforms, maintaining the organization's website, writing action alerts, producing regular newsletters, and training health professionals and members on effective communication practices.

Key Responsibilities

- Develop and implement strategies to secure earned media coverage through targeted pitches, press conferences, and press releases. This includes building relationships with journalists, media outlets, and influencers to promote initiatives.
- Write and design regular newsletters to keep members and stakeholders informed about organizational updates, events, and initiatives.
- Create, curate, and manage engaging content across various social media platforms to increase audience engagement and awareness.
- Monitor newsletter, website, and social media trends and analytics to inform content strategy and improve outreach efforts.
- Collaborate with team members to create and publish informative and engaging web content and regularly update and maintain the organization's website.
- Develop and deliver training sessions or 1:1 guidance for health professionals on communications best practices and effective messaging, providing ongoing support and resources to enhance the communication skills of team members.
- Create clear and concise talking points on key issues related to climate and health to support advocacy efforts and public speaking engagements.
- Assist in crafting compelling fundraising communications to engage supporters.
- Develop promotional materials, reports, and other communications as needed.
- Stay informed about research and best practices to continuously improve communication strategies.
- Help build a more powerful, active, and cohesive organization through assisting in other tasks, such as outreach or member recruitment/development.

Qualifications

- Experience in communications, media relations, or a similar role, preferably within a nonprofit organization.
- Strong writing, editing, and verbal communication skills.
- Proficiency in social media platforms, design, and website management tools.
- Genuine interest in fostering relationships and supporting the passions of others. To succeed, you should be comfortable connecting with people of different ages, racial identities, abilities, and economic backgrounds.



- Demonstrates adept communication, active listening, and emotional intelligence to foster positive collaboration and team dynamics.
- Proven ability to work collaboratively across various stakeholders, building trust through honesty, accountability, and kindness.
- Self-motivated, critical thinker capable of efficiently managing tasks independently. Possesses attention to detail and a demonstrated ability to prioritize tasks effectively, meeting deadlines across multiple projects.
- Displays a proactive approach to identifying areas for improvement and offers innovative solutions to overcome potential roadblocks.
- Has familiarity with remote working tools and a creative approach to technology.
- Willingness to learn and adapt to HCW's communication style. Curious to explore new topics and develop new skills. This includes admitting to areas of unfamiliarity and seeking out feedback from others.
- Experience with social justice, public health, or environmental issues or campaigns preferred.

This is a full-time role compensated at \$54,000-58,000 with a retirement match and a health, dental, and vision stipend. Additional compensation may be considered for a bilingual candidate with strong writing and speaking skills in Spanish or Hmong. Healthy Climate Wisconsin offers paid leave for all federal holidays, in addition to paid sick and vacation packages. As a primarily remote role, hours and schedule can be flexible, but a few evening hours each month will be necessary to coordinate with volunteer health professionals. Remote roles also require long durations of computer time. Occasional in-person events and trainings will be important for building partnerships and organizational strategies.

Application Process

Interested candidates should email their resume and a cover letter to HCWapplications@gmail.com with the subject line "Communications Coordinator Application." Only candidates who currently reside or plan to reside in Wisconsin should apply. Candidates will be considered on a rolling basis until the position is filled.

We are an Equal Opportunity Employer

Healthy Climate Wisconsin is an equal opportunity employer that does not discriminate against any job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. **Individuals from communities on the frontlines of climate change and health issues are encouraged to apply.**

About Healthy Climate Wisconsin

HCW is a nonprofit led by nurses, doctors, and public health leaders, empowering health workers to advocate for solutions to pollution. We pursue this work through multiple pathways. We educate the public and health students, enhance climate journalism, testify, and meet with policymakers. We build teams within health systems to help them decarbonize, adapt, and engage in policy decisions. And we connect public health advocates to prepare Wisconsin communities and build a brighter future. Our motivation is simple. We are inspired by the patients and communities we treat and care for each day.



We know a safe climate is critical to their wellness and strive to create a world with cleaner energy, air, and water, so that we all Wisconsinites can enjoy healthy, vibrant lives.