



Save the Sound[®]

Action for our region's environment.

Employment Opportunity at Save the Sound Clean Water Communications Specialist

Full-time, based in Larchmont, NY

October 3, 2021

Position Summary

Save the Sound's Water Quality team is seeking an experienced, highly collaborative communications professional who wants to put their talents to work on behalf of a cleaner environment. Join our team of talented and committed professionals from a variety of backgrounds—science, community-organizing, law, communications—working in a collaborative and nimble team to address challenges facing the Long Island Sound estuary and the communities that surround it.

We are looking for a superlative writer who can inspire community engagement in our program work and our mission. The ideal candidate is a natural storyteller with a proven ability to write persuasively across multiple mediums—digital, social, and print. They have a knack for turning sometimes mundane numbers and facts of environmental work into engaging stories that captivate the public and raise awareness. They will have proficiency with design and video editing software. They will be a tech-savvy self-starter who works well with a variety of people and who is comfortable both behind a computer and in the field.

Who We Are

Save the Sound leads environmental action across Connecticut, Westchester, NYC, and Long Island. We fight climate change and build resilient communities, save endangered lands, protect the Sound, and restore its rivers.

Our Water Quality team is passionate about this body of water—its abundant aquatic life, the natural beauty it offers, and its positive effect on people's wellbeing. Our on-the-water team hunts down pollution, and when we find it, we fix it. By partnering with locals and enforcing laws, we stop the harmful bacteria, nitrogen, and chemicals that hurt your water quality. We work to heal rivers and bring back an abundance of fish, and engage thousands in cleanups each year to keep harmful plastics out of our waterways. If you boat, swim, fish, or simply walk along the beaches of Long Island Sound, our work matters to you.

Learn more about us at www.savethesound.org.

Job Responsibilities

The Clean Water Communications Specialist documents program initiatives and communicates those stories to our members, supporters, and the general public. They develop creative and compelling content that increases awareness of Save the Sound's mission in general and Water Quality programs in particular, using the Save the Sound website, blog, and social media channels. As news breaks, they will craft and send press releases, organize press events, and enlist press coverage.



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The Clean Water Communications Specialist will be based in our Larchmont, NY office and will be expected to travel to project sites across Westchester Co., Fairfield Co., and Long Island to document program work and events on occasion. They will work with multiple teams within Save the Sound including program staff, our on-staff attorneys, and Communications.

- Tell the story of the wildlife, habitats, and human communities where our work is focused:
 - Create compelling online content that includes writing, photography, and videography.
 - Write emails to Save the Sound activists and volunteers, blog posts, and articles for our newsletter.
 - Produce graphic materials for use online and in print, such as factsheets and event invitations.
 - Produce video and photographic portraits of Save the Sound staff, volunteers, and key partners.
- Draft content for topical print reports (i.e. LIS Report Card, LIS Beach Report) and participate in all aspects of the report production, release, and promotion.
- Act as the primary press contact for clean water program and legal work: Plan and pitch press stories; draft press releases and letters to the editor; coordinate press interviews for program staff; and Plan and organize press events.
- Use social media to disseminate news and digital content, promote program events, and engage directly with Save the Sound constituents.
- Manage all content created including cataloging assets on Save the Sound's server and optimizing files for future use online and in print materials.
- Coordinate content planning and publishing with the Communications Department including scheduling outgoing communications, identifying target audiences, and identifying synergistic timing with initiatives across the organization.

Required Qualifications and Characteristics

- Extremely strong writing skills, including the ability to employ a variety of authoritative (i.e., press release) and friendly (i.e., social media or volunteer email) voices, and to edit/proofread.
- Ability to effectively describe scientific and legal topics and concepts in layperson terms, without losing the meaning and significance.
- Proven communication skills, both written and verbal, with a wide range of people.
- Intermediate skill in Adobe tools including InDesign, Photoshop, and Premiere (or equivalent programs).
- Mastery of online tools including Facebook, Twitter, Instagram, YouTube, and WordPress (or similar content management system).
- Digital photography, videography, and video editing skills.
- Great attention to detail, highly organized, and self-starting.
- Ability to balance short- and long-term projects, and work as a key member of overlapping teams.
- College degree/formal training in a relevant field (communications, marketing, journalism) plus at least one year of work experience, or at least three years relevant work experience.
- Interest in Save the Sound's mission and working in the field as well as in the office.



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Desired Qualifications and Characteristics

- Experience writing press releases; experience organizing press conferences/launching reports or products; and existing relationships in the Westchester, New York City, Long Island, or coastal Connecticut media markets.
- Experience with virtual and in-person event planning/production.
- Training/experience in social media marketing, and/or experience managing social media platforms for an organization or business.
- Previous experience with any of: community science, public health, marine biology or fisheries, state or federal legislative and administrative processes, legal processes.

Terms and Compensation

This is a salaried staff position compensated at \$40,000 - 60,000/year adjusted for experience, plus reimbursement for travel and expenses. Comprehensive benefits include health, life, and long-term disability insurance; paid holidays and vacations; 403b; and opportunities for professional development. The Clean Water Communications Specialist will work approximately 40 hours/week but will need to have a flexible schedule to accommodate some long days and occasional weekend days.

This is a grant-driven, at-will position.

How to Apply

Please email the following to WQComms@savethesound.org with "Clean Water Communications Specialist" in the subject line:

- Cover letter
- Resume
- At least 2 examples of your graphic design or photo/video work; at least 2 examples of different writing samples such as articles, press releases, blog posts, or social content, totaling at least 700 words (online content or emailed digital files).
- List of references

Applications will be reviewed as they are received, beginning October 15, 2021, and will be accepted until the position is filled. Preference given to applications received by November 1, 2021.

We will be in touch to acknowledge receipt of your application and to schedule selected applicants for an interview. Please be patient; we are a thoughtful and thorough organization, and our hiring process can take from 7 to 10 weeks. You will be informed when the hiring process is complete.

Additional Details Common to All Positions

Save the Sound's Commitment to Equity and Diversity

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status, or any other legally protected status in accordance with applicable federal, state, and local laws.



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Our organizational leadership and staff are working to deepen Save the Sound's diversity, equity, and inclusion. We seek to attract a more diverse applicant pool, and to add and retain more outstanding Black, Indigenous, and People of Color to all levels of our team. We work in diverse communities and landscapes and are actively working to increase our focus on driving environmental justice and equitable outcomes through our work.

Shared Organizational Job Responsibilities

- Maintaining positive and productive working relationships with all Save the Sound staff members, including providing and receiving constructive feedback.
- Participating in building productive relationships with Save the Sound's members, external partners, policy makers, and the general public.
- Completing all administrative work on time, such as timesheets, purchase orders, project reports, and planning documents.

COVID-19 Considerations

This position will be based in Save the Sound's Larchmont, NY office but currently works primarily remotely due to the COVID-19 pandemic; organizational leadership is developing a plan for safe return in the future. Some travel within the region and/or fieldwork is required.

Save the Sound requires that all new hires submit proof of full vaccination against COVID-19 for the safety of all staff and the communities where we work.