Communications Specialist

Wolf Haven International is seeking a fulltime Communications Specialist to join our team. The person in this role will plan, develop, implement, and measure messaging designed to inform and engage multiple stakeholders. This position is responsible for managing all aspects of Wolf Haven’s written and visual communications. It requires a professional with an aptitude for understanding and communicating science-related topics to nonexperts while promoting our humane ethic as an accredited sanctuary.

Location The position will be based at Wolf Haven International in Tenino, WA or a remote location.

How to Apply: Please send a cover letter and resume to info@wolfhaven.org with “Communications Specialist Application” in the subject line. Priority will be given to applications received by June 18, 2021 and then on a rolling basis until the position is filled. No phone calls or application drop offs please.

--

Communications Specialist Job Description

Title: Communications Specialist

Hours: Full-time, Hourly

Reports to: Executive Director

Location: Wolf Haven International’s Tenino, WA office and/or a remote location

Salary Range: $17.15-$22.00/hour

Benefits: Health, Dental and Vision Insurance

IRA and IRA Match Contribution

Paid Vacation/Sick Leave

Holidays (9)

Position Summary: The Communications Specialist is responsible for developing and executing a communications strategy that supports Wolf Haven’s vision and mission as an accredited sanctuary. This person is responsible for directing the written and visual representation of Wolf Haven across all communication channels to support our sanctuary, education and conservation programs and our goal to become a more diverse, inclusive and equitable organization.

Responsibilities:

● Work with Wolf Haven leadership to develop a communications plan informed by strategic priorities that applies to a diverse and growing audience.

● Responsible for directing, writing or editing all written communication.

5.26.21 dg + P
● Work with staff to develop content that exemplifies our mission and values including videos, member communication, quarterly Wolf Tracks magazines, e-newsletters, social media and website. Lead the effort to develop new and inspiring messaging that revitalizes how we talk about our work.

● Work with conservation, education and animal care program staff to publish important wolf (or prairie) updates and inspires members and the public to take action when necessary.

● Work with executive director, development director and membership program staff to create custom and strategic recruitment tools to secure new members and donations.

● Manage press releases and inquiries from the media.

● Manage the communications program budget

QUALIFICATIONS Required Experience and Personal Qualifications

● Personal alignment with and passion for Wolf Haven’s mission and values

● Passion for communications and expert level writing and editing skills.

● Strong understanding of digital communication tools and planning

● Experience managing social media and email marketing while comfortable learning new digital platforms

● Affinity towards mission-driven nonprofit environments focused on wildlife issues

● Self-starter

● Experience working with the media

● Ability to manage multiple projects and work with staff to manage deadlines effectively

Preferred Experience

● Knowledge of natural sciences and wildlife conservation challenges.

● Bilingual