



World Seabird Union

COMMUNICATIONS COORDINATOR POSITION DESCRIPTION

We, the [World Seabird Union \(WSU\)](#) are seeking a Communications Coordinator to promote information exchange on issues related to seabird conservation, management, and research on a global scale. The WSU is an all-volunteer organization and this person will assist our volunteer board made up of a Chair, Vice-chair, Secretary, Treasurer and representatives from 16 global regions. This is a new position, providing the WSU with the opportunity to enhance the level of global knowledge exchange and create connections among seabird researchers, and in doing so, build capacity for seabird science and conservation.

The WSU's four main goals over the next several years are:

- Promote information exchange on issues related to seabird conservation, management, and research.
- Advance WSU Committees and projects through clear leadership, goals, and milestones.
- Promote and support professional development for early career scientists and underrepresented groups.
- Form a diversity, equity, inclusion and justice (DEIJ) Committee and pursue DEIJ activities to increase representation of and training opportunities for member organizations from underrepresented and under-resourced regions.

Scope of Work

Our successful candidate will primarily be required to:

- Develop and implement a communications strategy to better serve our member organizations and our strategic plan.
- Design and produce social media posts and a quarterly newsletter.
- Help create educational materials.
- Contribute to the updating and maintenance of the organization's website.
- Interact with our member organizations .
- Develop additional content and means of communication.

Candidates must possess excellent written and verbal communication skills and have a working knowledge of marketing, ideally within the non-profit sector.

This is a remote position and is open to applicants from all regions (and countries) and the successful candidate will work closely with our board of directors and be supervised by the WSU board chair.

While the duties are expected to vary throughout the year according to project needs, it is anticipated this is a part-time role. Additional duties may include assisting with other WSU projects and other administrative duties as requested.

Contract conditions:

This remote part-time 1099 contract position is expected to require on average 10-20 hours/week. The salary is commensurate with education and experience, \$30 – \$35/hour. The contract period for this position is for one year from September 2023 through August 2024, with the possibility of extension pending funding and performance.

To Apply:

We require applicants to complete a webform application <https://forms.gle/XjX8i3Eiu4NMQyBv6>

In completing the form, you will be prompted to submit the following documents:

- Cover letter.
- Resume or CV.
- List of references (minimum of two) with name, title, email, phone number, and relationship.
- Writing sample. The writing sample should reflect recent work and/or relevant content. For example: Op-ed, news article, blog post, or similar content preferred. Links to websites where the published content is acceptable.
- Design sample (if available). The design sample should demonstrate your visual skills in design, video, or other multimedia. Links to websites etc. are acceptable.

Closing date for applications is 31 August 2023. For questions, please contact Lindsay Young, WSU board chair, at worldseabird@gmail.com.

Minimum Qualifications

Education: Minimum of a Bachelor's Degree in a business, communications, marketing, biological or natural resources related field.

Experience: At least two years of experience in communications and/or project management.

Skill requirements:

- Familiar with creating and implementing communications plans.
- Experience using various social media platforms and knowledge of social media engagement strategies.
- Excellent writing and editing skills and ability to communicate clearly and effectively.
- Creative thinking and proven systematic organizational skills to work independently without supervision, determine workload priorities to complete work in a timely manner, and identify and resolve problems.
- Ability to learn new software independently.
- Graphic design skills and video/multimedia production (preferred).
- Experience with Adobe Creative Suite, Wordpress, and Mail Chimp (preferred).

Desirable Qualifications: Experience with seabird biology and conservation. Experience with grant writing and fundraising.

About us:

The WSU is a small, nonprofit 501(c)(3) organization dedicated to fostering seabird conservation, management, and research through its global network of member organizations. Established following the first World Seabird Conference (WSC) in 2010, the WSU serves as a convening body for seabird conservationists, managers, and researchers. The WSU works to build connections among member organizations, promote exchange of seabird information, and unify people working on seabird related topics around the globe. To date, WSU has, along with host member organizations, convened three WSCs in an effort to bring together seabird scientists and professionals from around the world to facilitate knowledge exchange and network building.

We are an equal opportunity employer who doesn't discriminate against any employee or job applicant on the basis of race, color, religion, national origin, sex, age, physical or mental disability. The WSU values diversity and encourages applications from underrepresented groups including minorities, women, protected veterans, and individuals with disabilities.