

Membership & Communications Director Alaska Marine Conservation Council

Full Time

The Alaska Marine Conservation Council is a community-based organization that works to protect the long-term health of Alaska's oceans, conserve wild fisheries and sustain Alaska's working waterfronts. AMCC has a main office in Anchorage and outreach staff in Kodiak and Homer.

The Membership and Communications Director works closely with program and outreach staff to increase public awareness of and community engagement in AMCC's programs, and to serve and expand AMCC's membership.

Responsibilities include developing print and web communications, strategic planning and promotion of events, membership and media relations. The ideal candidate for this position is a team player, able to comfortably move between leadership and supportive roles. The Membership & Communications Director reports to the Executive Director.

QUALIFICATIONS: B.A. or higher degree in Communications/Marketing or equivalent experience. Excellent writing, editing, and interpersonal communication skills required. Website management, graphic design, media relations, and fundraising experience highly desired. Familiarity with marine conservation/ coastal community issues a plus.

Responsibilities include:

- Develop and manage AMCC's community outreach and communications plan to carry out the organization's program priorities, serve our members and engage new members and communities.
- Work closely with staff and board of directors to implement program priorities in their communities through development of effective outreach materials, event planning and promotion, networking and coalition-building, and media relations.
- Produce membership renewal letters, thank-you letters, and manage membership database with support from Administrative Assistant.
- Coordinate production and distribution of all regular membership/outreach communications including Sea Change newsletter, bulletins, action alerts, event announcements, special appeals, membership survey and electronic newsletters.
- Coordinate production and distribution of special communications projects as needed (reports, booth displays, DVDs, PowerPoint presentations, brochures, backgrounders, etc).
- Draft and distribute news releases, participate in media strategy development and implementation on an as-needed basis, build relationships with reporters by providing them with reliable and timely information and connecting them to valuable spokespeople.
- Represent AMCC at select community events; some travel may be required.
- Work with executive director and other staff to develop Communications/ Outreach budget; manage Communications/ Outreach budget

- Manage PLONE website and electronic listserves.
- Other tasks as assigned.

Salary DOE. Competitive benefits package.

Please submit cover letter and resume to:

Alaska Marine Conservation Council
Attn: Membership and Communications Director
PO Box 101145
Anchorage, AK 99510

Phone: 907-277-5357

or email them to:

jobs@akmarine.org

Deadline is June 16, 2008. Electronic submissions strongly encouraged.