



Manager of Events and Communications

SoundWaters, a nonprofit education organization based in Stamford, CT, is accepting applications for Manager of Events and Communications at the SoundWaters Coastal Education Center in Stamford, CT.

Founded in 1989, SoundWaters is the premier environmental education organization focused on the protection of Long Island Sound and its watershed. SoundWaters works in partnership with individuals, schools, communities, businesses, civic organizations, and other environmental and educational organizations to develop experiences that foster a sense of responsibility and encourage actions that ensure the sustainable future of the Long Island Sound ecosystem.

SoundWaters utilizes events and external communications to engage donors, the general public, and partners for the purpose of fundraising, public engagement and education and general awareness. The Manager of Events and Communications is responsible for managing and contributing to all SoundWaters public facing events and to managing and executing outgoing communications.

JOB SPECIFICATION

Experience:

Minimum of two years in events and communications.

Skills:

- Excellent writing, communication, and research skills.
- Exceptional organizational skills with attention to detail.
- Excellent customer service skills and the ability to establish and maintain client relationships.
- Demonstrable experience in event planning, marketing, and hospitality.
- Confident public speaker.
- Ability to create and execute social media strategy.
- Experience with design software such as PowerPoint, Publisher, Photoshop, and Canva.
- Ability to learn fundraising software and web design management programs.
- Ability to be flexible, juggle a variety of tasks, work well under pressure, work as part of a team as well as independently in a small office environment is required.
- Ability to handle stressful situations with grace and diplomacy; able to anticipate problems and present solutions quickly.

Education:

Bachelor's degree in related field

SUPERVISES OTHERS

Manage events interns

ESSENTIAL FUNCTIONS

Responsible for managing and contributing to all SoundWaters public facing events and to managing and executing outgoing communications.

Current Public Facing Events

- Work in partnership with the Vice-President, Development and the Director of Stewardship on all public facing events such as
 - Tall Ships Ball
 - Flotilla

- HarborFest
- Volunteer Events – Public & Corporate Groups
- Development Sails
- Annual Meeting

Communications

- Manages and executes outgoing communications including
 - Newsletters (email and hard copy)
 - Social Media
 - Website
 - Press Releases / Media Relations
- Manage production of all related promotional materials

Additional duties as required.

PHYSICAL/OTHER REQUIREMENTS

- Ability to work at events outside twelve months a year.
- Able to lift 30 or more pounds.
- Ability to work occasional weekend and evening events.

COVID-19 VACCINATION POLICY: To ensure the overall health and safety of the SoundWaters community, all SoundWaters employees are required to be fully-vaccinated against COVID-19 as a condition of employment, absent qualifying exemptions for medical reasons in accordance with all applicable laws.

SALARY: Commensurate with experience including generous benefits package.

Please send cover letter and resume to: jobs@soundwaters.org

SoundWaters does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

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