

## Communications Associate



[JSG Communications](#) is looking for a part-time Communications Associate to assist in the marketing, promotion and online management of clients within our expanding portfolio of energy and environment clients. The successful candidate will be a team contributor capable of using their skills to promote a positive public image for our company and clients. The successful candidate must be able to work directly with senior staff and consultants on the following responsibilities:

- Brainstorm creative, effective communication strategies
- Track media, policy and industry data
- Follow grant and award opportunities
- Identify engagement in industry events/organizations
- Maintain websites
- Develop email marketing mailing lists and materials
- Draft content (e.g. press releases) for mass/social media and/or websites
- Organize programs and events, online and in person
- Professionally represent company

### Requirements

- Demonstrated ability to coordinate and manage small projects, including budgets and resources
- Experience with communication projects and/or campaigns
- Experience in copywriting and editing
- Strong social media etiquette
- Exceptional proofreading skills
- Excellent communication (oral and written) and presentation skills
- Outstanding organizational and planning abilities
- Strong problem solving skills
- Experience in web design and content production is a plus

### Qualifications

- BSc/BA in public relations, communications or relevant field completed or near completion
- Proficiency with popular IT applications (MS Office or Google Suite, e-mail systems) as well as project management and scheduling software apps
- Solid understanding of social media and the ability to navigate popular outlets (LinkedIn, Facebook, Twitter)
- An understanding of, or strong interest in, the renewable energy and/or climate tech industry preferred.

Hourly rate of \$20-\$25 depending on experience for up to 25 hours per week with the possibility of evolving into full-time position. No locational requirements but must have ability to work remotely and participate in virtual meetings during East Coast business hours.

Send resumes and writing samples to: [julie.smithgalvin@jsgcommunications.com](mailto:julie.smithgalvin@jsgcommunications.com)