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## Position Announcement: Environmental Communications Program Assistant

Green Fin Studio is where art meets science. We are a professional marketing and communications firm, addressing social and environmental priorities. We combine technical and scientific expertise with innovative communication and visualization strategies and products to increase scientific literacy, connect with stakeholders, and encourage informed stewardship for a greener world. Our team provides curated content, print media, planning documents and strategies, custom tools and visualizations, project management, stakeholder engagement, and more to a varied client base.

We are pleased to announce that we are hiring a full-time Environmental Communications Program Assistant (“Program Assistant”) to join our team. The Program Assistant has two distinct roles: developing content and supporting other team members by managing project logistics. The Program Assistant will work with Green Fin Studio principals and the rest of our team to develop and execute overall communications strategies to advance client objectives, ensure coordination across teams to keep projects on track, and develop audience-focused and engaging content. In addition to serving our clients, the Program Assistant will develop and implement strategies for expanding and updating Green Fin Studio’s communication materials on our website, social media, and print. This position is also responsible for tracking and evaluating performance metrics across campaigns and platforms.

Successful candidates will have documented experience in the following:

- translating scientific and technical information into broadly accessible language;
- creating educational and informational content and products;
- developing strategic and clear communication strategies;
- developing concepts for graphics;
- identifying opportunities for communications and messaging, and partnerships with other organizations; and
- being proactive in identifying and employing communication and engagement tools and platforms.

The Program Assistant will be responsible for designing and developing a wide variety of written and online communications, including but not limited to:

- communication strategies,
- training and other educational modules,
- website content, blogs,
- newsletter articles,
- social media strategies and posts,
- presentations,
- press releases and media alerts,
- brochures and other print media,
- and annual reports.

The Program Assistant will provide administrative and project support including, but not limited to handling conference/meeting planning; meeting logistics; and meeting summaries.

To be considered for this position, candidates must meet the following basic qualifications:

- Excellent verbal and written communication skills;
- Demonstrated proficiencies in translating scientific and technical information to broader audiences via a variety of media, including online, print, educational, and in-person;
- Experience working with the scientific and environmental community;
- Demonstrated proficiency with website updates and maintenance, WordPress platform preferred;
- Demonstrated experience with content development for web and social media;
- Minimum 2-3 years of experience working in similar position, project management experience preferred;
- Demonstrated ability to work both independently and as an engaged and supportive team member;
- Bachelor's degree in any related field; and
- Applicants should be able to work within our Richmond office once it is safe for businesses to re-open.

Green Fin Studio offers generous leave, health, and retirement benefits, as well as opportunities for ongoing professional development. Necessary hardware and software will be provided. Position salary is commensurate with experience

Green Fin Studio is committed to positive environmental and social impact through our business practices, partnerships, outreach and training, and hiring protocols. This

commitment is reflected across our operations, including that all of our staff members are given three paid days per year to volunteer with a community group that supports this collective vision. Green Fin Studio is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**To apply**, please submit a current resume and cover letter detailing your experience, why you are interested in this position, and salary requirements, along with contact information for at least three professional references to us via email to [Hello@GreenFinStudio.com](mailto:Hello@GreenFinStudio.com) with the subject line: Program Assistant.

Applications will be reviewed on a rolling basis and must be received by 5 pm, February 26, 2021.