



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Communications Coordinator

Reports to: Communications and Technology Director

Team: Communications and Technology

Time: Part-time (5-10 hours per week)

Salary: Volunteer, Required Travel Covered

The Marketing Coordinator develops and maintains external communications, ensuring consistent, regular, and effective content reaches outside of the existing ESW network. The Marketing Coordinator ensures that new information about ESW's programs is well-written and is tailored to the right audiences. S/he also helps other team members in preparing written materials for both internal and external purposes. Finally, s/he will occasionally be asked to represent ESW at public events as available and appropriate and act as the public face of ESW for general inquiries.

To apply, please send a cover letter and resumé/CV to apply@eswusa.org. Please contact us with any questions you may have as well.

Responsibilities include:

- Developing content for ESW blog posts (to be posted on Medium)
- Developing and maintaining the list of outside contacts/press
- Answering questions about the organization from public inquiries
- Generating written and marketing content, including press releases and website content
- Releasing information to the press about innovative work done by ESW, either alone or with partners
- Editing and reviewing content from other Leadership Team members before release to ensure quality and consistency
- Attending weekly Communications and Technology meetings

Desired skills and qualifications:

- Strong communication and networking skills
- Excellent written and oral presentation skills
- Able to work well both independently and as part of a team
- Experience or comfort with posting and updating website content
- General knowledge of the breadth of sustainability topics - expertise not required
- Passion for sustainability, and agreement with our [Mission, Vision, and Values](#)
- A current ESW member, or willingness to become a member