

## Communications Coordinator

The National Park Foundation is seeking a Communications Coordinator for our External Affairs team. This is a great opportunity to build on marketing and communications experience as an advocacy professional for a national non-profit. This position will work collaboratively with all departments across the organization to support and facilitate communications, marketing, and government relations plans for NPF including its programs, events, partnerships, public relations, and more. The Communications Coordinator will provide department support in research, scheduling meetings, travel logistics, and calendar management. This full-time position reports to the Chief of External Affairs and is based in Washington, DC.

### WORKING AT NPF

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy.

As the official nonprofit partner of the National Park Service, the National Park Foundation generates private support and builds strategic partnerships to protect and enhance America's national parks for present and future generations. We are a small organization with a big mandate. Learn more about us at [www.nationalparks.org](http://www.nationalparks.org).

### RESPONSIBILITIES AND DUTIES

- Coordinate with department leadership on scheduling and building relationships
- Manage plans for meetings with various internal and external stakeholders, reserving meeting space, distributing agendas, and preparing meeting materials, as necessary
- Work closely with external and internal constituencies and partners to facilitate projects, delivering tangible results in a timely manner
- Provide travel support, book arrangements, compile itineraries, and prepare materials for upcoming trips, as needed
- Prepare monthly corporate card expense reports, and track and reconcile department budget
- Take and prepare meeting minutes, monthly corporate card expense reports, and invoices for Chief of External Affairs signature, ensuring accuracy in expenses
- Complete research and special projects as assigned
- Research current news, trends, and topics relevant to the Foundation
- Assist in the drafting, copy editing, and proofing of communications pieces including press releases, speeches, articles, blog posts, reports, and more
- Assist with Foundation special events, including the National Christmas Tree Lighting
- Field calls and emails from external parties requesting Foundation collateral and assets
- Provide departmental administrative support

## **ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES**

The ideal candidate should have the following:

- Excellent communication, writing, and editorial skills with superior attention to detail
- Bachelor's Degree is required
- 1-2 years of demonstrated success in an administrative, dynamic, creative role
- High proficiency with MS Office, including Outlook, Word, Excel, and PowerPoint as well as Apple software such as Keynote
- Proficient ability to read and analyze department budget
- A can-do attitude and serve as a positive team player with good relationship-building skills
- Flexibility and poise while juggling multiple projects in a fast-paced environment
- A passion for the mission and desire to gain great experience in public relations
- Strict adherence to ethical and confidentiality guidelines
- Familiarity with social media platforms, especially Facebook, Twitter, and Instagram preferred
- Ability to be a resourceful, well-rounded self-starter who is eager to learn about government relations
- A desire to grow within a non-profit setting and learn valuable skills in public relations beyond the day to day responsibilities

## **TO APPLY**

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your application through the National Park Foundation ADP portal found [here](#). If you experience technical difficulties during the process, you may submit your cover letter, resume and salary history by email to [resumes@nationalparks.org](mailto:resumes@nationalparks.org). Please indicate "XX Job Title" in the subject line of the e-mail.

*National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.*