

Marketing and Communications Coordinator

The National Park Foundation is currently recruiting for a Coordinator to join our Marketing and Communications department. This position is an excellent opportunity to build experience as a marketing and communications professional for a national non-profit. This position will work collaboratively with all departments across the organization to support and facilitate communications and marketing plans for NPF including its programs, events, partnerships, public relations, and more. The Coordinator also provides department support including research, scheduling meetings, travel logistics, and calendar management. This full-time position reports to the SVP and is based in Washington, DC.

WORKING AT NPF

The National Park Foundation, in partnership with the National Park Service, enriches America's national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

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. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

RESPONSIBILITIES AND DUTIES

- Manage schedule and daily calendar for department leadership.
- Coordinate meetings with various internal and external stakeholders, reserving meeting space, distributing agendas, and preparing meeting materials, as necessary.
- Provide travel support, book arrangements, compile itineraries, and prepare materials for upcoming trips, as needed.
- Prepare monthly corporate card expense reports.
- Take and prepare meeting minutes.
- Prepare invoices for SVP signature, ensuring accuracy in expenses.
- Work with external and internal constituencies and partners to facilitate projects, delivering tangible results in a timely manner.
- 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 administrative skills with superior attention to detail.
- Highly proficient with MS Office, including Outlook, Word, Excel, and PowerPoint.
- Strong writer and editor.
- Team player with a can-do attitude and good relationship-building skills.
- Display flexibility and poise while juggling multiple projects in a fast-paced environment.
- A passion for the mission and desire to gain great experience in the marketing and communications field.
- Strict adherence to ethical and confidentiality guidelines.
- Familiarity with social media platforms, especially Facebook, Twitter, and Instagram preferred.
- Bachelor's Degree preferred.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; and stoop, and/or kneel. The employee occasionally must push and/or move up to 10 pounds. Specific vision demands required for this job include close vision and ability to adjust focus. Willingness and ability to travel extensively for this position.

TO APPLY

- If you know you are the perfect candidate for this position, we want to hear from you. Please submit your cover letter and resume to Humanresources@nationalparks.org and indicate "Marketing and Communications Coordinator" in the subject line of the email.

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