

DAKOTA RESOURCE COUNCIL
JOB ANNOUNCEMENT: Full-Time Communications Coordinator

Dakota Resource Council, North Dakota's only home-grown, statewide, multi-issue grassroots organization, is looking for a full-time Communications Coordinator. DRC works with members to address issues with sound and successful community organizing efforts, empowering people to speak for themselves on issues related to their lives and livelihoods. Communications are a key part of DRC's work and play a vital role in facilitating member engagement and retention, as well as supporting fast-moving issue campaigns. Current issue areas include impacts of chaotic oil and gas development in the Bakken oil fields and Standing Rock, clean energy, family-operated agriculture, and reconnecting constituencies to promote links between farms and culture. DRC has local groups in Fort Berthold, Stark-Billings Counties, Dunn County, McKenzie County, Bismarck, and Fargo. DRC organized in 1978 and is a founding member of the Western Organization of Resource Councils. The position is based in Bismarck.

RESPONSIBILITIES

Under the supervision of the Executive Director, the Communications Coordinator is responsible for:

1. Managing DRC communications, including website, email marketing, social media, public relations, and member communications.
2. Developing and maintaining media relations, maintaining media list and contacts.
3. Drafting and sending news releases, handling media requests and connecting media with DRC member spokespeople, coordinating news conferences as needed.
4. Developing DRC spokespeople with assistance of organizers, providing media preparation assistance to members for interviews, letters to the editor, talk radio and other situations, and assisting with media and spokesperson training workshops for members and the Board.
5. Maintaining, updating and enhancing DRC's website, Facebook, and other digital channels to engage wider audience.
6. Working with organizers and members to create and lead content production for a variety of uses: videos, blog posts, statements, fact sheets, digital campaigns, direct mail.
7. Putting together a regular update email (eventually with podcast/video) and producing the quarterly member newsletter.
8. Working with organizers and the Executive Director to write and send email action alerts, information updates, and contribution appeals as needed.
9. Handling communications technology for DRC, the annual meeting and other events and communications efforts.

10. Supporting campaign-specific communications needs, including news releases, advertising, promotion, event planning and promotion, and member communication.
11. Working with organizers and Executive Director to maintain rapid response communications plan.
12. Performing the administrative tasks necessary to accomplish his or her job.

QUALIFICATIONS

- Commitment to the mission and goals of the organization, and the community organizing approach to social change
- Excellent communication and interpersonal skills; ability to write well for multiple audiences
- 5 years experience in communications, particularly with media or advocacy group
- Knowledge of how the media system works in North Dakota; relationships with some media personnel is a plus
- Skills and knowledge in WordPress platform, social media, web-based tools, including database
- Experience in graphic design and digital publishing (Adobe Creative Suite software)
- Experience in filming and producing videos and livestreaming and covering events
- Experience coordinating and producing print information pieces, including articles, reports, fact sheets, posters, and newsletters
- Familiarity with the public policy process and motivating citizen engagement
- Leadership and organizational development capabilities
- Comfortable with farmers, ranchers, rural people, and people from a diversity of backgrounds and cultures; and knowledgeable about one or more of these issues: family agriculture; oil, gas or coal development; renewable energy; or community development.
- High level of maturity.
- Experience in issue campaigns, political campaigns, community organizing activities and/or fundraising ability is a plus.
- Capacity to work independently as a salaried employee on a flexible schedule that includes some evenings and weekends.
- Willing to travel in-state as necessary and out-of-state on a limited basis, using a DRC vehicle when possible, but able to use his or her own vehicle (with mileage compensation).

COMPENSATION

Salary based on experience; generous benefits.

HOW TO APPLY

Send a cover letter, a resume, writing and/or video sample or link, and 3 references to Don Morrison, Dakota Resource Council, 1200 Missouri Avenue, Suite 201, Bismarck ND 58504 or email to don@drcinfo.com. **Application Deadline:** March 9, 2018 or until position is filled.

DRC is an equal opportunity employer that does not discriminate on the basis of sex, race, religion, ethnic background, sexual orientation, gender identity, or physical disability.