



**GREEN AMENDMENTS
FOR THE GENERATIONS**
Pure Water. Clean Air. Healthy Environment.

Position: Media Relations Associate

Description: The Delaware Riverkeeper Network (DRN) and Green Amendments For The Generations (GAFTG) are seeking a Media Relations Associate. The staff at DRN work hard to protect the longest undammed river east of the Mississippi. GAFTG is committed to securing a constitutional right to pure water, clean air, a stable climate, and healthy environments, for all people, including future generations, regardless of race, ethnicity, religion or income.

The open position has responsibilities for providing administrative and editorial support to advocacy and legal staff.

The successful candidate will split time equally between our organizations. This position is officially part of the DRN staff, but with GAFTG contracting for 50% of its time.

Reports to: Communications & Advocacy Coordinator to the Delaware Riverkeeper (DRN) / Communications & Advocacy Coordinator (GAFTG). This position similarly splits time equally between our organizations.

Key responsibilities:

- Prepares and disseminates organizational information through press releases, press statements, and pitch letters
- Secures coverage to raise the profile of and increase public awareness on high-priority issues and campaign developments
- Assists advocacy and legal staff with the drafting, proofreading, pitching, and distributing of media content
- Researches and gathers data for writing and fact checking stories
- Ensures all press releases and press statements comply with organizational guidelines
- Organizing and publicizing press events and webinars
- Coordinates and maintains an organizational editorial calendar with awareness of external conflicts and critical timing
- Creates, maintains, and organizes media distribution lists
- Undertakes proactive media outreach to local, national, and regional press and secure coverage of DRN's and GAFTG's work in general as well as for specific programs, projects, and initiatives
- Builds and maintains relationships with key media contacts
- Assists with the development of targeted media strategies, email campaigns, and media toolkits
- Other duties as assigned

Other

Participates in DRN- and GAFTG-sponsored events as needed

Limited level of travel throughout the watershed is required, and access to reliable transportation is essential. Some evening and weekend work required.

Qualifications:

- Minimum bachelors level degree OR five (5) years of experience in press and media writing, pitching, or a related field
- Exceptional English, writing, editing, and proofreading skills
- Team player capable of working independently with minimal oversight
- Detail-oriented, organized, efficient, and flexible
- Ability to work with sensitive and confidential information
- Ability to multi-task in a high performing environment, expected
- Innovative thinker and creative problem solver
- Excellent computer skills, including a high degree of proficiency in a variety of online systems and software and/or ability to learn them (current systems/software used include: Google suite, Office 365 suite; and Cision)
- Work experience in the nonprofit sector, preferably in the environmental field

Salary: Base starts at \$45,000, but is negotiable.

Benefits:

- Insurance: Medical, Dental, Vision, Life, Short & Long Term Disability
- 401(k) retirement plan with employer match after one year of employment
- Flexible Spending Accounts: Medical, Dependent Care, Transit & Parking Expenses
- Standard time-off policies
- Relaxed work atmosphere and dress code

Location: This is a hybrid position, working remotely and in DRN's office in Bristol, Bucks County, PA. DRN and GAFTG will arrange a WFH and in-office schedule that fits the organizational duties and the individual.

Application Procedure: Please send email with the required attachments to the attention of Hiring Manager at resumes@delawareriverkeeper.org. Email subject line should read, "Media Relations Associate." No telephone calls.

Required Materials: Cover Letter, Resume, Names and contact information for three references, and at least one writing sample.

Timeline: Applications will be reviewed on a rolling basis until the position is filled.

Physical Requirements and Demands/Work Environment:

- Physical ability to perform the essential functions of the job, including some hands-on physical work.
- Constantly required to operate standard office equipment, such as a computer, phones, photocopiers, printers, and fax machines. Occasionally required to move files, open filing cabinets and bend or stand as necessary.
- Occasionally required to lift up to 35 pounds.
- Work will be primarily indoors, in an office setting.

DRN is an equal opportunity employer. The Delaware Riverkeeper Network is committed to creating an inclusive community of staff and volunteers that is representative of the Watershed we serve. In doing so, we are better able to champion the rights of our communities to a Delaware River and tributary streams that are free-flowing, clean, healthy, and abundant with a diversity of life. We know through experience that different ideas, perspectives, and backgrounds create a stronger voice for the River.