

Union Sportsmen's Alliance

Job Title:	Communications Coordinator	Reports to:	Director of Communications
Department/Group:	Communications	Job Category:	N/A
Location:	Remote (with extra consideration for candidates near Spring Hill, TN)	Travel Required:	Infrequent
Status:	Exempt	Revision Date:	N/A
Creation Date:	1/18/24	Revision Date:	N/A

About the Organization

The Union Sportsmen's Alliance (USA) is a 501(c)(3) non-profit organization that unites the union community for conservation to preserve North America's outdoor heritage. The USA provides a unique, fun, non-partisan organization to a membership base of more than 330,000 union members who love to hunt, fish, shoot, camp and spend time outdoors.

We combine union skills with outdoor passion for a common purpose – community-based volunteer conservation projects that improve public access to the outdoors, enhance wildlife habitats, restore America's parks, and mentor youths to be responsible stewards of our wild spaces.

Qualifications & Educational Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in communications, digital media, marketing, public relations, or a related field; or equivalent work experience
- Minimum 1-year work experience in related field
- Experience with email marketing platform like Campaign Monitor (preferred)
- Strong social media management skills (with a focus on FB, IG and TW)
- Experience with WordPress or similar CMS (preferred)
- Strong writing and editing skills
- Good organizational and time management skills
- Attention to detail and adherence to deadlines
- Ability to manage multiple projects with minimal supervision
- Strong desire to learn and take on new challenges
- Interest in the outdoors and conservation (preferred)
- Knowledge of unions (preferred)

Job Description & Physical Demands

The Communications Coordinator is an entry level position that will assist the communications department in supporting the organization's mission and departmental goals. The position may be adapted over time to focus on the successful candidate's strengths and interests.

General Role and Responsibilities

- Regularly post on Facebook, Instagram, and Twitter
- Monitor and respond to comments and messages submitted via social media and the

Union Sportsmen's Alliance

website

- Help maintain the USA website by posting articles, photos, ads, events, and other content
- Execute pre- and post-event e-blasts to maximize participation and awareness
- Prepare and disseminate membership/marketing e-blasts
- Write and/or edit web and print content
- Assist with media relations (media advisories, press releases, interviews)
- Review, categorize, and label USA video content
- Provide reports on website, social media, and PR metrics
- Assist with other tasks as needed

Physical Demands

Working conditions are primarily in an office setting with occasional travel to events. This position may require you to sit or stand for most of the workday.

Salary

\$45,000 min. (based on experience)

Benefits

- Dental and Medical Coverage
- 401k Match
- Pension Plan
- 15 paid holidays
- 12 sick days (accrued per year)
- 2 weeks' vacation (accrued per year)

To Apply

Send cover letter and resume to Kate Nation at katen@unionsportsmen.org.