



Communications & Events Coordinator

Nantucket Land & Water Council (NLWC)

About the Position

The Nantucket Land and Water Council is expanding our team and is looking for a highly organized person interested in joining a dynamic team committed to environmental advocacy.

Position Summary

The NLWC Communications & Events Coordinator is responsible for building awareness of the organization's mission and programs through communications, media relations, marketing, and events. This role develops and coordinates strategies to strengthen brand recognition, engage supporters, and expand our reach across diverse audiences.

Reports to: NLWC Development Director

Start Date: January 2026

Key Responsibilities

Communications & Marketing Strategy

- Develop and implement annual communications and marketing plans.
- Manage website content, e-newsletters, print newsletters, social media channels, advertisements, and draft and manage press releases.
- Generate written content for newsletters, the website, and other promotional materials.
- Design and create print and digital materials (e.g., advertisements, brochures, reports, fact sheets).
- Design collateral materials and merchandise to support NLWC's visibility.
- Assist with development, membership, and stewardship campaigns and mailings.
- Maintain media relationships and respond to inquiries.
- Coordinate and ensure the development of a comprehensive and up-to-date portfolio of NLWC program and event photos.
- Assist with media and communications-related initiatives led by NLWC Associates.

Marketing & Public Engagement

- Develop and implement media campaigns to support fundraising initiatives, membership drives, and program visibility.
- Coordinate branding and messaging consistency across platforms.
- Track analytics and adjust outreach strategies accordingly.

Public Engagement & Events Management

- Plan, coordinate, and execute community programs and educational/outreach events or activities, including coordination of presenters or guest speakers.
- Provide direct support and coordination for fundraising events and programs under the guidance of the Development Director.
- Coordinate and implement all public-facing event-related communications, including invitations, registrations, confirmations, vendors, volunteers, guest lists, and day-of execution.
- Support event and annual business sponsorship outreach and coordinate sponsor recognition across platforms.

Qualifications

- 2–4 years of professional experience in communications, marketing, or event management, preferably in the not-for-profit sector or mission-driven organization.
- Bachelor's degree in communications, marketing, public relations, or related field (or equivalent experience) a plus.
- Knowledge of and/or commitment to environmental issues a plus.
- Proficiency in Spanish is preferred (other languages a plus).
- Strong writing and editing skills.
- Excellent visual communication and design skills.
- Proficiency in digital platforms (social media, email marketing, website CMS).
- Strong organizational and project management skills; ability to multitask and meet deadlines.
- Graphic design and/or photography/video skills and experience.
- Attention to detail and proactive problem-solving skills.
- Ability to work independently and as part of a team.

To Apply

Email résumé, cover letter, and samples of writing and design/print materials to search@nantucketlandwater.org.