



A National Heritage Corridor

July 20, 2017

Program and Media Coordinator – Vacancy Announcement

The Last Green Valley, Inc. (TLGV) is seeking a creative, dynamic person to coordinate and improve our signature annual programs as well as to further develop and improve TLGV's presence in traditional and social media. The successful candidate will have the experience, training, and skills to hit the ground running as part of TLGV's team. This is a full-time position that requires periodic evening and weekend work.

The successful candidate will have a positive, friendly, and upbeat attitude and believes in TLGV's mission (www.thelastgreenvalley.org). He/she will be a problem-solver, able to adapt quickly, and work independently as well as part of a team. The successful candidate will have strong interpersonal skills, excellent written and verbal communication skills, creativity, the ability to pay close attention to detail, accuracy and confidentiality, a strong ability to plan, manage, and track time, and a professional demeanor.

Responsibilities include: coordinate annual production of TLGV's signature programs - Explore, Walktober, and Spring Outdoors; coordinate historical society quarterly meetings; engage, solicit, and retain business and nonprofit partners; attend chamber, business association, and similar events; develop strategies, budgets, and content for event-specific and year-round media campaigns using traditional (print, radio and TV) and social media; produce monthly e-newsletters for members, partners, and nonmembers; coordinate distribution of TLGV materials and supervise information ambassadors; maintain and improve TLGV's website as well as TLGV's presence on 3rd party websites (i.e. CT Visit); track media exposure; assist with content and production of TLGV's biannual magazine, *In Touch*; and provide in-house graphic design for simple flyers and other materials.

Requirements: A Bachelor's Degree is preferred, although relevant experience will be considered. Proficiency in Word, Access, Excel, and Powerpoint is essential. Experience with Constant Contact, Wordpress, and Photoshop is a plus. Familiarity with TLGV's geography is preferred. Must have ability to work periodic nights and weekends, and to take on other duties as assigned.

To apply: Please provide a cover letter, resume, and your salary requirements by email to lois@tlgv.org. No phone calls please. This position will remain open until filled.

The Last Green Valley is a National Heritage Corridor – the last stretch of dark night sky in the coastal sprawl between Boston and Washington, D.C. The Last Green Valley works for you in the National Heritage Corridor. Together we can care for it, enjoy it and pass it on!

The Last Green Valley, Inc. is an equal-opportunity employer and does not discriminate on the basis of age, ancestry, color, creed, disability, gender, gender-related identity, marital status, national origin, race, religion, sexual orientation, veteran, or any other status protected under local, state, or federal law.