



## **Communications Coordinator**

**REPORTS TO:** Director of Communications

**TYPE OF EMPLOYMENT:** Full time, Non-Exempt

The Communications Coordinator is at the heart of I Love A Clean San Diego's storytelling, shaping how we are seen in the community and deepening the relationships that fuel our mission.

In this dynamic role, you'll collaborate across teams to ensure our voice is compelling, consistent, and aligned with our impact. You'll flex your creativity through media relations, donor/sponsor relations, and writing/editing other material across the organization. From pitching news outlets to telling donors about their impact and spotlighting sponsors, you play a central role in how our community sees and supports us.

You will also have the opportunity to be embedded in community events to understand our programs from the inside out, develop a relationship with the people we serve, and source compelling stories.

If you're energized by storytelling, excited to grow your communications skills, and eager to be hands on at events and outreach activities, this role offers an opportunity to make your mark early in your career while helping us inspire action and strengthen community connections.

### **Areas of Responsibility:**

#### **Media Relations – 25%**

- Draft press releases and media kits
- Pitch local media outlets
- Coordinate media opportunities
- Serve as a spokesperson for the organization as needed
- Track media placement and results

#### **Writing and Editing – 25%**

- Draft blogs and other web content
- Edit material across the organization such as proposals, reports, and promotional material to ensure quality and cohesive messaging

#### **Donor and Sponsor Relations – 20%**

- Support communications to individual donors and sponsors (fundraising campaigns, donor stewardship, reports)
- Ensure sponsors receive agreed upon recognition (i.e., social media mention, press release mention, newsletter spotlight, website, etc.)

#### **Other Marketing Materials and Activities – 10%**

- Assist with creation of marketing collateral, including flyers, brochures, and digital assets
- Support photo organization and asset management

#### **Administrative and General – 10%**

- Track marketing activities and contribute to monthly reports
- Provide administrative support to the Director of Communications
- Other duties as assigned



#### Community Event Support – 10%

- Work approximately three community events per month (such as booths, presentations, etc.) to support the programmatic teams and source stories for communications efforts

#### What Success Looks Like:

- Regularly securing media placement and building relationships with local journalists
- Donors and sponsors feel connected to the organization and informed
- People across departments know they can count on you for writing/editing support
- Program teams know they can depend on you to work community events
- Working events in the community deepens your understanding of our programs and results in compelling story ideas, media pitches, and donor communication

#### Core Competencies:

- Strong storytelling and written communication skills for diverse audiences
- Positive and dynamic interpersonal skills with the ability to build relationships across stakeholders
- Good organizational and time management skills with strong attention to detail
- Ability to work independently and collaboratively with a proactive, solutions-oriented approach
- Comfortable representing the organization publicly, including media, donors, sponsors, and community events

#### Qualifications and Skills:

- Education or work experience in communications
- Knowledge of AP style
- Experience with media monitoring tools and CRMs preferred
- Reliable transportation; ability and willingness to travel throughout San Diego County
- Expected to work approximately 3 community events per month, including occasional evenings or weekends
- Ability to lift up to 40 lbs for event materials, outreach supplies, or collateral
- This position requires on-site work at the office and at community events throughout San Diego County
- Ability to interact with diverse groups of people and represent the organization professionally

#### Compensation and Benefits:

- Full-time, Non-exempt
- \$22-28 per hour, depending on experience
- Mileage reimbursement at current CA reimbursement rate
- Paid time off (PTO starts at 15 days accrued annually) and generous paid holiday schedule (11 paid holidays + 1 full day of Birthday PTO)
- Employer-sponsored health (HMO) and dental plans (PPO)
- Hybrid in-office/remote work schedule
- 403b retirement program with match opportunity after 90 days



I Love A Clean San Diego is a values-driven organization. It is essential all team members exhibit the following core values and office culture:

**Core Values:**

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

**Office Culture:**

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

**To Apply:**

- Submit your application to [jobs@cleansd.org](mailto:jobs@cleansd.org)
- List the subject line as **Communications Coordinator Application**
- Please include your cover letter, resume, and 2-3 work samples such as press releases, articles, blogs, newsletters, marketing collateral, or other pieces that represent your writing abilities
- Priority will be given to those who apply by **Feb. 13, 2026**

*I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*