

Communications & Media Consultant Job Description

A clean technology business leaders initiative in the Northeast is looking for an experienced communications and media professional for a one-year, full-time contract position, with a strong possibility of ongoing funding. Applicants must possess exceptional verbal and written communication skills, and have a proven track record of generating news, gaining exposure, and positioning individuals and organizations for thought leadership. The successful candidate will be able to work well under pressure, with a variety of clients, on multiple ongoing projects. Experience in clean tech business and/or energy and climate policy strongly preferred with knowledge of or demonstrated ability to rapidly gain expertise on the key messages in play in the clean energy technology and policy arena; established media relationships in New England and Mid-Atlantic a plus.

General Duties

- Develops and implements strategic communication plans designed to meet specific goals, support program initiatives, amplify messaging, and maximize important events and occasions
- General goals include expanded and effective telling of success stories in the clean energy industry, positioning of leading organizations and companies as strong contributors to sustainable economic growth, and creating awareness among various audiences of trends in the clean energy industry
- Ideal candidate has had communications experience with businesses in emerging industries and has expertise in communicating the value of new technologies, innovation, and economic competitiveness
- Writes, edits content written by others, and distributes communication materials including blogs, opinion-editorials, fact sheets, talking points, scripts, speeches, and other media and informational documents
- Pitches stories, op-eds and interviews to media
- Tracks print and broadcast media coverage of issues and events
- Responds to incoming calls from media
- Generates and manages web content for multiple websites
- Organizes and provides support for news conferences, media interviews, editorial board meetings, and other events
- Attends and participates in regional meetings as needed
- Identifies and engages business leaders for communications work

Required Qualifications:

- Excellent organizational, communication and writing skills
- Proven track record of working with journalists to generate news
- Ability to work independently on multiple projects and deadlines concurrently
- Ability to work collaboratively with far-flung colleagues and clients
- Proficient in Mac, PC, Microsoft Office Suite,
- Proficiency in Wordpress or other web programs preferred.

Ideal candidate will have 5 or more years in public relations, media or related communications field. Position will be based in the Boston area.

Salary range \$50-75,000, plus benefits dependent on experience and expertise.

Please send cover letter, resume, and at least three writing samples to bostoncommsjob@gmail.com.