

JAMESON HUMANE – COMMUNICATIONS COORDINATOR



Position Title: Communications Coordinator

Job Type: Contract

Hours: 20 to 30 hours per week

Location: 1199 Cuttings Wharf Road, Napa, unless otherwise specified

Reports to: Communications Director

About Jameson Humane

In 2014, Monica and David Stevens founded Jameson Humane (formerly Jameson Animal Rescue Ranch), "Jameson," as a 501(c)(3) registered nonprofit organization to improve animal welfare through global collaboration and education for the benefit of all life. Guided by instincts, Jameson has not followed the traditional path of "animal rescue" but instead listened to the community and responded holistically to the needs of our animals and their human guardians. As an impact-driven nonprofit organization that collaborates and educates to inspire change in animal welfare, not only in local communities, but around the world, Jameson's program model includes a variety of novel solutions and approaches driven by education. Every day, Jameson's work is guided by how animals, the environment, and the community are all inextricably connected.

About the Communications Coordinator Role

Guided by the connection among animals, humans, and the environment, we seek to improve animal welfare through global collaboration and education for the benefit of all life. We invite you to come with us along this journey. Working to affect real change in the world, you will help us by translating your passion for animal welfare and advocacy into our communication efforts.

Responsibilities Include:

- Work hand-in-hand with the Communications Director to support marketing communications efforts, helping liaison with outside vendors and team members to ensure timely execution of projects.
- Coordinate projects on the ground, in real time, that support organization's initiatives; support the creation and management of project timelines
- Support email campaigns and development via tactical execution
- Work with social media manager to provide support for asset creation and organization
- Provide tactical support for website development including page updates, QA, or ad hoc requests
- Maintain digital asset management system library, and implement digital asset cataloging, metadata, and organization
- Collaborate cross functionally with program leads, executive staff, and volunteers
- Learn and champion best practices and brand standards for campaigns and public-facing assets
- Provide reporting and analyses of campaign and operational performance
- Learn and assist other team members where needed in support of overall organization objectives

Jameson Humane | 1224 Adams St., St. Helena, CA 94574

www.jamesonhumane.org

707.927.3536

helpinganimals@jamesonrescueranch.org

Requirements

- 2+ years of relevant work experience
- Bachelor's degree or equivalent
- Good communication skills, communicating effectively in writing, editing, and proofing
- Experience with Adobe Suite, Wordpress, Social Media Platforms, MS Suite
- Experience in content management systems and/ marketing automation platforms, and digital asset management a plus
- Strong communications and project management skills with an ability to work across multiple groups and continually communicate expectations and updates
- Organized, thorough, and strong attention to detail with a dedication to quality, accuracy, and consistency, including adherence to brand standards
- Self-starter, not afraid to be flexible and roll up your sleeves, as well as a willingness to evolve as priorities change
- Willingness to speak up and give ideas, recommendations, and opportunities to test or optimize
- Patience and ability to work in tight turnaround, high-stress settings and emotional situations
- Passion for helping animals and people, a willingness to accommodate animals in the workplace
- Strong desire to learn the ins and outs of communication management
- Duration: 1 year, or TBD.

Qualifications

- Committed to Jameson's mission
- The Ranch is a plant-based food site and as such, no animal products are allowed on the property
- Passionate about working for and with all animals
- Keen interest in the animal welfare/rights movement is encouraged
- Strong communication and listening skills
- Able to follow detailed instructions and meet time sensitive demands
- Able to learn and process new information quickly
- Team player and self-motivator
- Reliable and dependable
- Work well with a variety of people including Staff, Volunteers and Visitors
- Willing to work on weekend/holidays/varying times

Email for more information:

Brad Schomburg, Director of Communications

Jameson Humane

[brad\[@\]jamesonrescueranch.org](mailto:brad[@]jamesonrescueranch.org)

www.jamesonanimalrescueranch.org

Jameson Humane | 1224 Adams St., St. Helena, CA 94574

www.jamesonhumane.org

707.927.3536

helpinganimals@jamesonrescueranch.org

