



Job Posting: Communications Coordinator

ABOUT MOSES

The Midwest Organic and Sustainable Education Service (MOSES) is a nonprofit that provides education, resources, and practical advice to help farmers grow organically. Our office is located in Spring Valley, Wis., one hour east of Minneapolis/St. Paul, Minn. Learn more online at mosesorganic.org.

JOB SUMMARY

The Communications Coordinator works closely with the Communications Director to execute communications in support of MOSES' mission, projects and goals. The position largely involves writing and placement of news and promotional content in various internal and external media, editing others' writing, assisting with publication layouts, and managing subscriptions, with some administrative duties.

QUALIFICATIONS

Required

- Degree in communications or public relations
- 2-5 years of work experience in related field
- Valid driver's license

Preferred

- Familiarity with AP Style
- Knowledge of Adobe Creative Suite (InDesign, PhotoShop, Acrobat Pro)
- Experience managing a website
- Experience in a nonprofit organization
- Professional work experience and/or life experience with farming and agriculture

COMPENSATION & BENEFITS

This is a 40-hour/week salaried position in the office in Spring Valley, Wis. Salary is based on applicant's level of experience and expertise. MOSES offers competitive nonprofit wages and a generous benefits package as well as vacation, sick, holiday, and paid community service time.

HOW TO APPLY

Qualified candidates may email a letter of interest and resume to: HR@mosesorganic.org. Please include samples of writing and design work (if your portfolio includes design). The application deadline is May 19, 2017.

MOSES is an equal opportunity employer.