

The **Manager of Communications and Events** is responsible for a wide variety of Sustainable Long Island events and communications initiatives – from coordinating annual conferences, film screening, and year-end event, to developing and promoting communications content via traditional and nontraditional media. Reporting to the Executive Director, the **Manager of Communications and Events** has duties that include, but are not limited to:

Events Responsibilities:

- Develop event content, theme, focus, schedule, speakers, awardees, and overall logistics for each organizational event.
- Secure sponsorships, exhibitors, journal ads, attendees, and gross profit for each organizational event.
- Manage the contract signing, setup, and breakdown of event venues. Manage third party vendors, such as audio-visual companies, food and beverage services, etc.
- Identify resources to help staff make decisions about event possibilities. Propose new ideas to improve event planning and process.
- Maintain event budget, attendee list, and event management records, including thank you letters to sponsors.

Communications Responsibilities:

- Develop, promote, and achieve media placements in print and online, focusing on key messages, project updates, and overall organizational mission.
- Write and distribute press releases, news alerts, calendar listings, and related public relations materials.
- Create and maintain content for organizational website, social media platforms, and bi-weekly e-newsletter.
- Design and produce content for event programs, annual reports, overviews, brochures, and additional promotional materials.
- Generate language, speaking points, presentations, and additional marketing materials.
- Identify major news outlets for opportunity to comment, support, oppose, etc. others to engage in sustainability discussion.
- Support internal program staff and outside partners with ongoing marketing and small business initiatives.

Qualifications:

- Bachelor's degree required: marketing, business, public relations, journalism, or related degree preferred. Minimum 2 years' experience, a combination of past work experience and education will be considered.
- Excellent organizational and office skills.

- Strong communication and interpersonal skills.
- Sound decision-making ability.
- Experience with WordPress, Content Management Systems, Constant Contact, and Microsoft Office strongly preferred.
- Familiarity with HTML and Adobe Creative Suite a plus.
- Enthusiasm for the mission of Sustainable Long Island.

Preferred Skills:

- Flexibility
- Excellent written and verbal communication skills, including:
 - Writing
 - Proofreading
 - Copy editing
 - Ability to clearly communicate information effectively and persuasively
- Ability to develop and maintain strong working relationships both internally and externally, including media contacts and vendors
- Ability to develop timelines and meet deadlines
- Strong detail orientation
- High standards for quality work
- Ability to handle multiple projects concurrently
- Outstanding organizational skills:
 - Meeting coordination
 - Event planning
 - Publication scheduling
- Basic graphic design