



JOB TITLE: Communications Associate
EMPLOYMENT STATUS: Full-time Salary
REPORTS TO: Communications Portfolio Manager
SALARY BAND: \$45,000 – \$58,000
BENEFITS-ELIGIBLE: YES
TRAVEL: 15-20%

COMPANY SUMMARY:

Good Steward Consulting is a community engagement and outreach firm working exclusively in the renewable energy industry. We strategize and implement communication and public education/outreach campaigns within proposed project areas (utility-scale solar, wind, and storage). Visit us online for more information: www.goodstewardconsulting.com

POSITION SUMMARY:

The Communications Associate is an important part of the client service delivery system at Good Steward Consulting. This position holder is responsible for assisting Communication Managers with planning, organizing, managing, and executing client deliverables. He/she/they are familiar with rural living and/or agriculture and must be able to professionally communicate with clients formally and communicate/relate with stakeholders in rural project site areas with ease and familiarity. He/she/they will be expected to perform a variety of tasks, help keep long-term projects on track, and handle more urgent requirements for all members of the Senior Leadership Team (President, VP of Finance, and VP of Operations). This person is a self-starter, with a positive attitude, who enjoys working with people to achieve tremendous results. He/she/they is a team player who loves a good challenge, has a high level of integrity, works diligently to exceed expectations, and is willing to follow and implement someone else's vision while having fun with colleagues and clients. He/she/they understand the need for GSC to deliver the HIGHEST quality service and work product consistently.

POSITION SKILL SET:

- Exhibits GSC Core Values: Grit/Resolve, Accountability, Creativity, and Energetic.
- Outstanding communication skills (written and verbal).
- Expert organizational skills and the ability to function well in a fast-paced environment.
- Ability to take direction from others.
- Initiative to solve problems quickly for the benefit of the team.
- Customer-service-driven attitude.
- Ability to think outside the box.
- Ability to enforce the quality standards of company leadership.
- Able to work independently, with oversight, and collaborate with others when necessary.
- Enjoy working in a fun environment.
- Knowledge of social media platforms.
- Knowledge of website development.



POSITION RESPONSIBILITIES:

- Plan and organize project events (invitation and RSVP management, catering/reservations, resource and material preparation, and presentation preparation).
- Attend and assist at project meetings (set-up, check-in, question-tracking, note-taking, observation, tear-down, thank-you mailings, and follow-up).
- Manage inventory of project materials/swag, audio/visual equipment, supplies, and literature.
- Complete project mailings (updates to stakeholders, invitations, event notices, etc.) including mail merge letters/envelopes, letter drafting, address management, and execution of mailing.
- Monitor project chatter (Facebook, websites, print media in project areas, magazines, etc.).
- Maintain the GSC Media Library (research and store information, articles, reports, etc. regarding the renewable energy industry, projects, and clients; share found information with internal operations and marketing staff).
- General administrative duties such as running errands, greeting visitors, note-taking, conference call participation, emailing, etc.
- Complete other tasks as directed by the operations team.

POSITION REQUIREMENTS:

- Bachelor's degree in a business-related, agriculture-related, or energy-related field of study; marketing, communications, or public relations degrees preferred.
- Agricultural background; and/or direct association with the agricultural community preferred.
- Ability to maintain regular working hours, M-F 8-5 PM Central Standard Time.
- Valid driver's license a must.
- Background check required.
- Knowledge of Microsoft Office 365.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of sitting while driving/riding in a vehicle or plane.
- Must be able to lift 15 pounds at times.