

WATERSHED ROW — EMPLOYMENT OPPORTUNITY

Title: Communications Manager

Status: Part time, hourly, 10-30 hours per week

Location: In person in Klamath Falls, Oregon; can offer some flexibility for the right candidate.

Timeline: January 2025 preferred start date, flexible with the right candidate

Company Overview

Watershed Row is an adaptive reuse development in downtown Klamath Falls that is currently under construction. It will house a community of businesses that support local food, arts and outdoor connection. The building and site will meet the rigorous Living Building Challenge, taking deep responsibility for all water, energy and materials used. Watershed Row aims to inspire a vision of resilient, place-based urbanism that nurtures people, ecology and working lands in the Klamath Basin.

Watershed Stories spreads the good news happening throughout the Klamath Watershed—diverse stories of resilience, restoration, creativity and collaboration—through a quarterly digital publication and film shorts. This project is in its early stages, awaiting greater staff capacity.

Position Summary

The Communications Manager works at the heart of Watershed Row's marketing, brand identity and community engagement. This person is responsible for delivering social media, website and email content that clearly communicates the vision and mission of the organization, as well as updates on current events and programs. The Communications Manager is a key part of our team and has the opportunity to be creative and contribute meaningfully to a new organization. They will work in a landmark green building with an inspiring and collaborative team to engage community members from all backgrounds.

Roles and Responsibilities

- Integrate creatively into the Watershed Row team, understand the project and community, build relationships with team members and stakeholders
- Assist in development of digital, video, audio and print content
- Maintain brand voice and brand content across all forms of communication
- Develop and maintain public relations toolkit, including language and written communication
- Ongoing creation of email and social media content for various stakeholders; manage social media accounts for the company
- Produce quarterly newsletters in collaboration with team members

- Develop marketing campaigns to promote Watershed Row programs and educational content
- Co-lead Watershed Stories with the Executive and Creative Directors, providing logistical and communications support alongside content

Desired Qualifications

- Experience communicating compassionately with diverse audiences
- Excellent communication skills in conversation, writing, email and social media
- Demonstrated experience working with diverse teams
- Experience managing company social media accounts
- A passion for learning from others and through research and experience
- Solution finder; glass half full attitude
- Attention to detail; patient & open minded

Compensation

This is an hourly part time role. We offer flexible work hours and membership in a co-working space downtown; once construction is complete (early 2026), office space will be provided in the Watershed Row building.

The compensation range for this position is \$28 - \$40 per hour, depending on experience. This position is not eligible for paid time off, but may grow into a full time position with generous benefits.

How to Apply

Email a resume and letter to work@watershedrow.org expressing:

- What about this role and project resonates with you?
- Provide examples of your success in working on diverse teams.
- Indicate whether you are interested in this role in an interim or long-term capacity.

Timeline

Open until filled. Preference for candidates who can start in January 2025 or sooner.

We believe diversity leads to resilience and creativity. In order to create resilient communities, we need everybody. People who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. Watershed Row provides equal opportunity without regard to race, color, sex, age, religion, national origin, handicap, disability, veteran status, sexual orientation, or gender identity.