

WATERSHED ROW EMPLOYMENT OPPORTUNITY

Title: Communications Manager

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

Location: In person in Klamath Falls, Oregon; willing to work with the right candidate on location.

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

Company Overview

Watershed Row is a planned adaptive reuse development in downtown Klamath Falls. 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 standard, 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.

Position Summary

The Communications Manager works at the heart of Watershed Row's marketing, public relations, brand and community engagement. This position is responsible for delivering social media content, email newsletters, and website content that communicates clearly the vision and mission of the organization and updates about current events and programs at Watershed Row. 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 development
- Ongoing creation of email and social media for distribution to various stakeholders
- Manage social media accounts for the company
- Coordinate quarterly newsletter generation with team members
- Develop ongoing marketing campaigns to promote Watershed Row programs and educational content

- Co-lead the Watershed Stories project with the Executive and Creative Directors to nurture the project into maturity and consistency, providing logistical and communications support to produce this quarterly digital media publication

Desired Qualifications

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

Compensation

This is an hourly part time role. We offer flexible work hours and office space in a co-working space downtown and in a landmark green building once construction is complete (early 2026). Work in a landmark green building with an inspiring and collaborative team to engage community members from all backgrounds.

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 over time.

How to Apply

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

- What about this role and building 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.