



ICAST Job Opportunity

Position Title: Communications Coordinator

Reports to: Business Development Manager

Compensation: Per qualifications. ICAST is a non-profit and therefore our pay range is within but not at the top of the scale. Personnel that work at ICAST have a commitment to the mission.

Company Description:

ICAST (International Center for Appropriate and Sustainable Technology) is a 501(c)(3) nonprofit social enterprise with a history of designing and launching programs to meaningfully impact communities and provide sustainable resource solutions.

Position Overview:

Primary functions of this position include working with both development and marketing departments in outreach and content development. Specifically the role will report to the Business Development Manager and develop written content for marketing collateral, draft award and conference submissions, edit grant submissions, write blogs and articles and assist with ICAST communications efforts.

Position Duties:

- Work with marketing team to draft, edit and proof written content for marketing collateral and outreach materials.
- Working with development team to review grant submission packages and edit proposals.
- Responsible for tracking, drafting and submitting award nominations for ICAST.
- Responsible for tracking, drafting and submitting conference presentation proposals for ICAST.
- Responsible for identifying press and publishing opportunities for ICAST.
- Responsible for drafting articles and blogs and managing blog content efforts for ICAST.
- Working with development team on specific fundraising and investment raising outreach campaigns.
- Support marketing team and sales team on expanding into and building partnerships in new markets.
- Support development team in outreach and content creation for funder engagement.

Qualifications:

- Bachelor's degree in English, journalism, communications or related field required.
- Demonstrated ability to write
- Excellent written and oral communication skills.
- The individual must be self-motivated and have the ability to juggle many projects and meet deadlines.
- Experience with WordPress content management platform preferred.
- Experience managing social media for an organization, with an emphasis on LinkedIn, preferred.
- Prior experience in non-profit communications and/or fundraising preferred.
- Interest in affordable housing and sustainability.

To Apply:

Please email a cover letter and resume to positions@icastusa.org with the position you are applying for in the subject line.