



Position: Communications and Event Coordinator (Contractual)

Organization: Lower Shore Land Trust (LSLT)

Location: Snow Hill, MD with remote opportunities

Pay: \$18-\$25 per hour

Hours: 20-32/week

Duration: 6-month contract with options for renewal/permanent employment and enhanced hours

About Lower Shore Land Trust (LSLT):

The Lower Shore Land Trust is dedicated to preserving and sustaining the cultural heritage and natural beauty of Maryland's Lower Eastern Shore. We engage with our community to protect and enhance our local environment through land conservation, education, and community involvement.

Position Summary:

LSLT is seeking a dynamic and detail-oriented Communications and Event Coordinator to join our team on a contractual basis. This role will be instrumental in managing our web, email, social media, and print communications. Additionally, the coordinator will provide vital support for community engagement and fundraising events. This is a fantastic opportunity for someone passionate about conservation and skilled in communications and event management.

Key Responsibilities:

Communications Management:

- Create and distribute email newsletters and other digital communications to engage with our supporters and community.
- Manage and update the LSLT website with relevant content, ensuring it is user-friendly and up-to-date.
- Oversee and manage social media channels (Facebook, Twitter, Instagram, etc.), including content creation, scheduling, and community engagement.
- Design and produce print materials such as brochures, flyers, and annual reports.
- Ensure consistent branding and messaging across all communications platforms.
- Develop and execute a comprehensive communications strategy that aligns with LSLT's mission and goals.

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Event Coordination:

- Plan, organize, and execute community engagement and fundraising events, such as workshops, volunteer days, and donor appreciation events.
- Coordinate event logistics, including venue selection, catering, audio/visual needs, and volunteer management.
- Promote events through various communication channels to maximize attendance and engagement.
- Track and report on event outcomes, including attendance, engagement levels, and fundraising success.



Qualifications:

- Bachelor's degree in Communications, Marketing, Public Relations, or a related field, or equivalent experience.
- Proven experience in communications, including social media management, email marketing, and website maintenance.
- Strong event planning and coordination skills.
- Excellent written and verbal communication skills.
- Proficiency in graphic design tools and software (e.g., Adobe Creative Suite) is a plus.
- Ability to work independently and collaboratively within a team.
- Strong organizational skills and attention to detail.
- Passion for environmental conservation and community engagement.

Additional Information:

- This position is a 6-month contract with the possibility of renewal and potential for permanent employment based on performance and organizational needs.
- The pay range for this position is \$20-\$25 per hour, commensurate with experience.
- Flexible work hours, with occasional evenings and weekends required for events.

How to Apply:

Interested candidates should submit a resume, cover letter, and examples of previous communications work (e.g., social media posts, newsletters, print materials) via [LSLT's Online Application Form](#). For further information and inquiries, please call LSLT at 443-234-5587. Lower Shore Land Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.