

CLEAN AIR COUNCIL

Job Opportunity: Communications Director

Location: Based in either the Philadelphia (HQ) or Pittsburgh office

Classification: Full-time, exempt

Reports to: Executive Director

Deadline: Applications accepted until the position is filled. Ideal start date is in March 2026.

About Clean Air Council:

Clean Air Council is a member-supported environmental organization serving Pennsylvania and the surrounding regions. The Council is dedicated to protecting everyone's right to a healthy environment. The Council works through a broad array of sustainability and public health initiatives, including public education, community action, government oversight, and enforcement of environmental laws. The Council is an equal opportunity employer and has a strongly held belief in the importance of having a diverse workforce.

Position Description: The Communications Director will lead the Council in managing and implementing a consistent and compelling environmental and health messaging and communications strategy across a number of platforms, such as social media, earned media, marketing, email, and the Council's websites, as well as through in-person events and actions. The Communications Director will supervise, support, and spur the professional growth of the Communications Team.

Responsibilities: The Communications Director will **manage and oversee the Communications Team**, which currently includes one additional position, with the possibility for growth. The Director will supervise the other Team members and work in concert with staff across the organization. The main responsibilities of the Team, which the Director will implement, delegate, and collaborate on, include:

- Develop and implement targeted, effective, and cutting-edge environmental messaging and communications strategy
- Draft, edit, and publish press releases, press statements, editorial board memos, LTEs, op-eds, grant documents, brochures, annual reports, and other written materials
- Co-develop communications campaigns for all programs and projects in partnership with the program and project teams
- Support the Council's Development Team with communications related to fundraising and member engagement
- Cultivate and manage Council brand and voice, including logo, imagery, style, and more
- Prepare a comprehensive communications report quarterly for the Council's board
- Oversee and assist with planning and implementing press events and other press work

- Manage social media accounts across multiple platforms
- Manage website design, content, and updates
- Manage marketing materials and implement advertising campaigns
- Lead or assign leads for organizational communications committees
- In-person staffing of events and occasional meetings

Responsibilities may change over time.

Ideal Competencies, Skills, and Experience:

- 5+ years of experience in communications, content creation, or a closely related field
- Excellent writing, editing, and communications skills
- Graphic design and content creation
- Managerial experience with supportive supervisory style
- Driven, creative, and comfortable in a fast-paced environment
- Detail-oriented and highly organized
- Excellent interpersonal and collaboration skills
- Alignment with, and passion for, Clean Air Council's mission
- Degree in relevant field is a plus

If you are strong in most of the ideal experience and skills listed above but not all, we still encourage you to apply. We value unique perspectives gained from different backgrounds and experiences and are dedicated to supporting our staff's professional growth. We look forward to reviewing your application and seeing what you can bring to our team.

Salary: The salary range to start in this position is \$75,000 to \$85,000.

Benefits: The Council's staff benefits currently include the following:

- Health insurance, vision insurance, and dental insurance
- Optional flexible spending account
- Generous PTO
- 13 paid holidays, including when the office is closed between 12/25 and 1/1
- 401k with a 4% match
- Long-term disability insurance
- Life insurance
- Public transit benefit
- Flexible hybrid work (in addition to in-person meetings and events)

Application Instructions: Applicants should email a cover letter, resume, and writing sample using the subject line "Communications Director," to Katie Edwards (kedwards@cleanair.org) and Corinne Bishop (cbishop@cleanair.org).