

## Communications Director

Mission: The Three Rivers Fibershed (TRF) develops decentralized textile economies that build soil health and protect the wellbeing of our shared biosphere within a 175 mile radius of Minneapolis.

Position: The Three Rivers Fibershed seeks a Communications Director to develop and manage communications with community members and external partners. The person in this position will build and maintain an effective content strategy to engage TRF's audiences and will create content that is shared through quarterly newsletters, website blog posts, and other communication avenues. **This is a volunteer board member position.**

### Tasks

#### Board Member

- Prepare agenda items and attend monthly board meetings. Meetings are currently held the second Monday of each month from 6:00-7:30 pm via Zoom.
- Represent TRF at events throughout the year, as able.

#### Communications

- Develop content and distribute a quarterly newsletter
- Work closely with TRF Programs Director to monitor upcoming events & create flyers, press releases, and other promotional materials as needed.
- Oversee volunteers who are interested in developing communications content (examples include website blog posts, newsletter articles, social media posts)
- Maintain TRF outreach kits (both physical and digital versions) for use at events and through online channels. Kits include general information, copies of the Regional Fiber Sourcebook, fiber and dye samples, etc.
  - Develop and print additional materials as needed. Maintain current digital materials on TRF's internal shared drive and the Steward Resource page located on the TRF website.
  - Grow the number of physical outreach kits from the current two copies to a total of 4 copies that will be distributed across TRF's strategic geography.

Skills: Comfortable working with Google Workspace, Meta Business Suite, other social networking and community platforms (e.g., Mighty Networks), and graphic design tools such as Canva, Adobe Creative Suite, etc. Organized and consistent, experience creating accessible and engaging content (ex: image descriptions for Instagram and Facebook). Able to work independently and as part of a team. Alignment and familiarity with fibershed ethos; prior non-profit social media experience; graphic design, photography, and videography experience a plus.

Setting: Remote. Will need access to internet for monthly virtual board meetings and completing weekly operational work for the organization.

Interested parties should send a resume and a brief statement of interest to Maddy Bartsch at [hello@threeriversfibershed.org](mailto:hello@threeriversfibershed.org). Qualified parties will be contacted for a virtual meeting to discuss the role.