



**EcoWatch**, in partnership with [Waterkeeper Alliance](#), is expanding its services nationally by launching a twenty-four seven news service to unite the voice of the grassroots environmental movement to impact policy, promote sustainable lifestyles and mobilize millions of Americans to protect the Earth's resources.

**EcoWatch** will continue to publish ***EcoWatch Journal*** servicing Ohio's sustainability movement and more than 100,000 readers.

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**EcoWatch is hiring two full-time staff positions:**

## **Executive Assistant for EcoWatch**

**Job Summary:** The executive assistant will be responsible for day to day operations of the organization and work closely with the executive director. The successful applicant will be a motivated and responsible self-starter, and able to work as part of a team. The candidate will exhibit enthusiasm, flexibility and a positive attitude, and possess excellent verbal, interpersonal and written communication skills, as well as the ability to organize and prioritize multiple assignments and activities. An interest in sustainability and commitment to bettering the planet a must. Experience working in the grassroots environmental movement a plus.

### **Essential Job Functions:**

- Manage the EcoWatch office
- Manage the data base/memberships
- Manage the bimonthly mailings
- Work on collaborator contracts for Twenty-Four-Seven News Service
- Manage the aggregation data base for Twenty-Four-Seven News Service

- Help organize the Green Gala fundraiser

**Job Qualifications:**

- Excellent computer skills—preferable on a Macintosh
- Ability to quickly learn new softwares
- Advanced skills using a variety of social media
- Strong writing/editing skills
- Excellent communication skills
- Extremely organized with excellent independent working skills

**Hours:** Full-time position and work out of the EcoWatch office in Tremont

**Salary & Benefits:** Competitive compensation package

**How to Apply:** Email cover letter, resume and references to Stefanie Spear at [spear@ecowatch.org](mailto:spear@ecowatch.org)

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## News Aggregator and Curator

**Job Summary:** The news aggregator and curator will be responsible for day to day aggregation and curation of news collected from EcoWatch's WordPress platform and manage social media. The successful applicant will possess excellent editing and writing skills, and ability to quickly pan through hundreds of posts, identify the most important news of the day and implement EcoWatch's style book. The candidate will be a motivated and responsible self-starter, and able to work as part of a team. The candidate will exhibit enthusiasm, flexibility and a positive attitude, and possess excellent verbal, interpersonal and written communication skills, as well as the ability to organize and prioritize multiple assignments and activities. An interest in sustainability and commitment to bettering the planet a must. Experience working in the grassroots environmental movement a plus.

**Essential Job Functions:**

- Aggregate and curate news from WordPress platform
- Follow EcoWatch style book
- Manage graphics/photos
- Work in a fast pace environment

**Job Qualifications:**

- Excellent computer skills—preferable on a Macintosh
- Knowledge and experience with WordPress a must
- Advanced skills using a variety of social media

- Strong writing/editing skills
- Excellent communication skills
- Extremely organized with excellent independent working skills

**Hours:** Full-time position and work out of the EcoWatch office in Tremont

**Salary & Benefits:** Competitive compensation package

**How to Apply:** Email cover letter, resume and references to Stefanie Spear at [atspear@ecowatch.org](mailto:atspear@ecowatch.org)



Thanks to **Cleveland GiveCamp**, a national event that connects technology talent with the needs of local non-profits, for selecting **EcoWatch** and working with us to build our mobile applicaiton for our twenty-four seven news service.

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**Follow Stefanie Spear on Twitter**

<http://twitter.com/StefanieSpear>

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