

Communications Officer

Job Type: Full time

Location: Remote (U.S.-based candidates only, Eastern Time Zone preferred)

Reports to: Managing Director of Communications

Salary Range: \$55,000-\$60,000

Start Date: August 10, 2026

About Global Forest Generation

Global Forest Generation (GFG) is an international nonprofit organization dedicated to large-scale, community-led ecosystem restoration across critical landscapes worldwide. GFG works at the intersection of ecological restoration, water security, biodiversity protection, and community livelihoods, partnering closely with local organizations and Indigenous and rural communities. Currently, our flagship project is Acción Andina, a multi-country initiative to restore high Andean landscapes in South America. Our approach recognizes that enduring conservation outcomes depend on strong systems, trusted relationships, and operational excellence that enable programmatic impact.

Position Summary

GFG is seeking an experienced Communications Officer to lead day-to-day execution of the organization's communications and digital engagement, working in close partnership with the Managing Director of Communications. This role blends hands-on content production, social media leadership, and website management with a growing role in shaping organizational strategy, brand voice, and storytelling direction.

Key Responsibilities:

Strategy and Planning

- Partner with the Managing Director of Communications to set annual communications priorities, editorial calendars, and long-term storytelling direction.
- Track social media and digital trends and recommend adjustments to organizational voice and content strategy based on performance data.
- Identify key moments, milestones, and impact stories from Acción Andina and other restoration partners worth amplifying.

Social Media and Content Creation

- Lead social media strategy, content calendar, publishing, community engagement, and analytics across all organizational channels.
- Design and produce graphics, video, and written content for social media, blogs, newsletters, and campaigns.

- Repurpose content across platforms to extend reach of restoration stories and organizational milestones.

Website

- Co-manage the GFG website, including page development, content updates, navigation, and UX improvements.
- Support production of GFG's annual report, including editorial coordination and web and PDF publishing.
- Coordinate with contractors on technical site work and proactively identify new site components to improve visitor experience and transparency.

Paid Media and Advertising

- Lead paid digital advertising (Google Ad Grants, Meta), including creative development, campaign management, and performance reporting.
- Brainstorm and test new growth strategies, measuring results to inform future campaigns.

Media Relations and PR

- Support press outreach and pitching to media contacts and journalists, working closely with the Managing Director of Communications.
- Draft press pitches, media alerts, and story angles for press contacts.
- Maintain a media contact list and track outreach status and coverage.
- Monitor press mentions and compile coverage reports.

Donor and Partner Communications

- Produce donor-facing emails and materials in partnership with the Development team, supporting stewardship efforts.
- Design pitch decks, donor presentations, and organizational slide decks.

Analytics and Reporting

- Track and report on performance across website traffic, email engagement, social media, and paid advertising.
- Maintain a metrics framework that supports organizational learning and informs content and strategy decisions.

General

- Provide day-to-day coordination and administrative support across communications projects, including scheduling and cross-team coordination.
- Ensure all public-facing materials meet brand, accuracy, and messaging standards.

Qualifications

Required

- Strong writing, editing, and communication skills
- Experience managing social media platforms (Instagram, Facebook, LinkedIn), including scheduling and analytics tools
- Graphic design skills (Canva or similar)
- Experience with website platforms (WordPress preferred)
- Experience with email or newsletter platforms (Mailchimp, Constant Contact, or similar)
- Strong organizational skills and ability to manage multiple projects and deadlines
- Comfortable taking initiative in a remote, small-team environment
- Interest in climate, conservation, or international development

Preferred

- Experience in nonprofit or mission-driven communications
- Experience with paid digital advertising (Google Ad Grants, Meta Ads)
- Familiarity with donor communications or fundraising support
- Experience with video editing and production
- Experience with media relations, press outreach, or PR
- Spanish language proficiency, given Acción Andina's work across Spanish-speaking countries

Compensation & Benefits

The salary range for this position is \$55,000-\$60,000. Benefits include health and dental insurance, 100% employer-sponsored vision insurance, matching IRA retirement plan, LTD/STD/Life, and flexible paid time off.

How to Apply

Please submit a resume and a brief cover letter outlining your interest and relevant experience to commsjob@globalforestgen.org with the subject line “Communications Officer Application.” **In your materials, please answer the question: What was it about this position that made you most excited to apply?**

We value authenticity over polish. It’s okay if your answers aren’t perfect. Please focus on being specific and genuine.

The deadline for applications is **July 20, 2026**. Interviews will be conducted on a rolling basis. Our target start date is August 10, 2026.

***Global Forest Generation is an equal opportunity employer. We are committed to a culture of mutual respect, free from any harassment or discrimination. Employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other status protected by the law. ***