



*Mission: To restore health and well-being in the Native community by recovering knowledge of and access to healthy Indigenous foods, medicines and lifeways.*

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**Title:** Communications Coordinator      **Status:** Full-time  
**Reports to:** Executive Director      **Salary:** \$19-\$23 Hourly, DOQ

Dream of Wild Health (DWH) is hiring a Communications Coordinator to ensure implementation and success of organizational communications, brand and vision. They are responsive to media inquiries and lead the design, coordination and dissemination of communications, such as mass campaigns (newsletter, annual report, fundraiser), marketing materials, and maintain a positive online media presence. The ideal candidate has communications and design experience, a keen eye for detail, is highly organized, demonstrates the ability to work independently in a fast-paced work environment, takes initiative, and positively engages key partners and staff.

**Responsibilities & Expectations:**

- Lead role to maintain a positive media presence through content development and engagement
- Ensure media are current and consistent with the DWH brand guidelines, mission and cultural values
- Provide support to the team to ensure communications goals and objectives are met
- Lead coordination and development of weekly and monthly newsletters, including writing and design
- Website maintenance and content development that reflects current work objectives and activities
- Lead event promotions efforts, outreach and engagement through several media outlets
- Track and maintain internal and published media, including a quarterly media report
- Respond to media and communications inquiries in a positive and timely manner
- Work independently and in a team environment to develop and disseminate quality content
- Maintain communications plans and employee manual specific to this position and activities
- Onboard new staff by sharing organizational communications brand guidelines and expectations
- Facilitate printing of brochures and other media/promotional materials with external vendors
- Development of annual report, fundraising campaigns, press releases, and other external communications
- Coordinate projects requiring graphic design for digital, print, photography and videography
- Provide program support such as coordinating events at the farm, in the community and online
- Ability to manage multiple projects simultaneously and in a timely manner
- Ability to communicate effectively and work collaboratively with staff and partners
- Assist in event activities and other duties as assigned

**Qualifications:**

- Two year related degree + 2 years experience; and/or equivalent work experience required
- Demonstrated knowledge of nonprofit communications and/or marketing efforts
- Experience with graphic design, media platforms and software
- Exceptional oral and written communication skills with keen attention to detail
- Be adept at learning new things, willing to create content quickly, and enjoy juggling a myriad of tasks
- Experience working with Native American community (must have basic cultural understanding)

A criminal background check is required to ensure our commitment to the protection and safety of youth, community, staff and assets. Some travel required. May work at Hugo farm (1-3 days weekly during summer months), at the Minneapolis office, remotely, and attend in-person meetings, community events, farmers market(s) and conferences (primarily local). Must have ability to stand, sit and work on a laptop for long periods of time; and flexibility to work occasional evenings and weekends. Benefits include: paid time off, Holidays, medical/dental/life, AD&D & LTD insurances, and a 401k employer match.

To Apply: Submit cover letter and resume to Bryan at [Bryan@dreamofwildhealth.org](mailto:Bryan@dreamofwildhealth.org). Open until filled.