Communications Coordinator (Contractor)

American Sustainable Business Network (ASBN)

Overview

ASBN is seeking a skilled, self-directed Communications Coordinator to support a broad range of communications functions, including social media content and production, video reel editing, design, newsletters, campaign toolkits, report drafting, and project coordination. This is a part-time contracted position working directly with the Head of Communications (HoC) and collaborating with staff across policy, programs, and membership.

The ideal candidate brings strong writing and design instincts, video production or editing experience, a high attention to detail, a genuine interest in sustainable business and policy, and the ability to manage multiple priorities with minimal oversight, while staying communicative and responsive with the team via Slack and regular check-ins.

About ASBN

The American Sustainable Business Network (ASBN) serves as an umbrella organization encompassing two affiliates: the 501(c)(4) American Sustainable Business Council (ASBC) and the 501(c)(3) American Sustainable Business Institute (ASBI). Our mission is to inform, connect, and mobilize sustainable business leaders to transform the public and private sectors toward a just and regenerative economy. Together, ASBN and our association members collectively represent over 200,000 businesses across the country.

Reports To

Head of Communications

Works With

- Communications team
- Policy and Advocacy team

- Program leads
- Members, affiliates, and partners as assigned

Principal Responsibilities

Social Media Content & Production (25%)

- Develop draft social media copy and imagery for HoC review, covering Member Monday spotlights, policy moments, events, campaigns, and organizational news
- Create final post drafts for HoC review and scheduling using Canva and SocialPilot
- Maintain recurring content series (e.g., Member Mondays, Wisdom Wednesdays, Slack community updates)
- Draft and produce copy for reels, carousels, and multimedia content in coordination with HoC and program staff
- Support member and partner amplification posts and coalition sign-on content

Video Production & Editing (20%)

- Edit short-form video reels for social media, including opening and closing CTA pages, captions, and graphics
- Support production of policy and campaign video content (e.g., elections webinar reels, event recap videos, ED and team update videos for newsletters)
- Support the upcoming podcast launch using Riverside, including production, show notes, and promotional content

Design & Campaign Materials (20%)

- Produce communications assets in Canva and Adobe Creative Suite, including social graphics, issue area one-pagers, campaign toolkits, PDF reports, and brand materials
- Build and maintain campaign toolkits (e.g., BUILD sharing kit, advertising kits, event toolkits)
- Support layout and visual presentation of reports and organizational publications (e.g., Annual Report, Tell Your Story Toolbox)
- Assist with website and branding tasks as assigned

Newsletters & Editorial Support (20%)

- Draft and coordinate member-facing and public newsletters using HubSpot in collaboration with the HoC
- Set up new newsletter documents, maintain editorial consistency, and support handoffs across the team
- Draft or offer edits to blog posts in collaboration with HoC and program staff

- Support drafting of reports, one-pagers, and other long-form communications materials

Event Promotion (10%)

- Develop multi-post promotion campaigns for webinars, forums, and events, including speaker spotlights, countdowns, and recap content
- Draft promotional copy for event-related emails, newsletters, and social posts in coordination with relevant staff

Project & Calendar Management (5%)

- Keep the communications calendar current across Monday.com, Google Sheets, and Google Calendar in coordination with the HoC
- Track publications, reports, case studies, white papers, and blogs using the asset tracking board in Monday.com
- Track reporter outreach in Monday.com and assist in scheduling calls as needed.
- Maintain project documentation and updates in Monday.com and Google Docs as needed
- Other duties as assigned.

Qualifications

Required:

- Proficiency with Canva and Google Suite (Docs, Sheets, Calendar, Drive)
- Strong writing and copy-editing skills with the ability to adapt tone and style across platforms and audiences
- SocialPilot or similar social media scheduling platform
- Demonstrated experience creating social media content, including graphics and short-form video
- Video editing experience (reels, short-form social content)
- Self-motivated with strong follow-through and proactive communication habits; comfortable working async while staying responsive on Slack
- Genuine interest in sustainable business, food systems, environmental health and justice policy, or related fields

Preferred:

- Adobe Creative Suite (Premiere, Photoshop, or similar) for image and video editing
- HubSpot for email marketing and newsletters
- Monday.com or similar project management tool

- Riverside or similar platform for podcast recording and production
- Slack (or willingness to learn and use as primary team communication tool)
- Background in journalism, communications, environmental policy, or a related field
- Knowledge of sustainable agriculture, regenerative economy, climate, or Indigenous business issues
- Experience in a membership-based or advocacy organization

Location

Remote, U.S. Based

Start Date

Target onboarding: June 22, 2026

Hours & Compensation

This is a part-time contracted position. Workload is approximately 50–80 hours per month depending on project cycles. Compensation is $30–$40 per hour, depending on experience and availability.

How to Apply

Send a resume, brief cover letter, and two to three work samples: one writing, one design (social media, report, white paper, etc.) and one video/reel (video/reel is a plus but not necessary) to: communications@asbnetwork.org

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ASBN does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.