



JOB DESCRIPTION

Position: Communications Manager

Reports to: Director of External Affairs

Updated: September 2026

Supervises: Broadcast Meteorology and Almanac Communications Interns

Job Summary

Mount Washington Observatory (MWOBS) is a nonprofit, member-supported research and educational institution that has operated a weather station on the summit of the Northeast's highest peak for over 90 years.

The Communications Manager reports to the Director of External Affairs and is responsible for driving MWOBS' external communications strategy. This role partners with staff, interns, and external sponsors to delegate, direct, or produce compelling content that expands MWOBS's visibility and relevance. The manager is also responsible for cultivating relationships with local, regional, and national reporters to generate earned media. The successful candidate will have opportunities for professional development in strategic communications, broadcast meteorology, media outreach, and other key areas.

This role provides opportunities for professional development, working remotely 1-2 days per week, and setting flexible hours. To be considered for this full-time, year-round role, applicants should submit a cover letter, resume, and writing sample by email to jobs@mountwashington.org. Please reference "Communications Manager" in the subject line. A complete description of job responsibilities can be found below.

Primary Duties and Responsibilities:

- Guide and implement the annual communications plan and editorial calendar while producing digital and print content that demonstrates the credibility, scientific relevance, and impacts of our work.
- Elevate storytelling with a focus on weather and science communications, while optimizing MWOBS's digital platforms for excellence in design and visibility.
- Assign content production tasks (ie. blogs, impact stories, videos, and cultivation emails) to staff and interns to leverage the organization's capacity while advancing MWOBS fundraising, weather services, research, education, partnerships, and other strategic priorities.
- Oversee daily social media plan while coaching summit staff in creating content that speaks to the interests of a highly engaged audience of over 400,000 followers.
- Partner with corporate and event sponsors to design and implement effective communications plans while identifying opportunities for sponsors to engage effectively with MWOBS's audience. Work with sponsors to ensure timely marketing plan completion.
- Co-supervise and develop the new Broadcast Meteorology Internship program, providing editorial direction, mentorship, and performance feedback in collaboration with the Summit Weather Operations Manager.

- Cultivate relationships with reporters and producers to generate earned media opportunities that amplify the organization's work. Respond to all press inquiries in a timely fashion and coordinate media visits and staff interviews, working with reporters and producers on story development.
- Create and distribute quarterly press story tip sheets as well as a bi-annual list of staff experts for media interviews.
- Edit and oversee the timely production of three annual editions of *Windswept* (MWOBS's journal), one Annual Report, and one annual edition of *The White Mountains Almanac* while co-supervising the Almanac Communications Intern.
- Work with partner graphic designers on advertising concepts while also designing materials in-house using Adobe Creative Suite, ensuring excellence in visual design.
- Plan and produce MWOBS's monthly newsletter and other email outreach using Bloomerang.
- Like all MWOBS employees, the Communications Manager is an ambassador for this unique nonprofit and carries the responsibility of always being a good representative in the community.
- Other duties and special projects as assigned.

Education and Experience

The Communications Manager possesses a minimum of a Bachelor's Degree in communications, journalism, English, or related field, plus experience in communications or marketing. Familiarity with Adobe Creative Suite and website content management systems (such as WordPress) a plus.

Knowledge, Skills, and Abilities

- Ability to work collaboratively as a member of a high-performing team while demonstrating initiative, sound judgment, and accountability in managing assigned responsibilities.
- Excellent copywriting and communication skills, including the ability to understand and skillfully summarize weather and climate science topics for a general audience.
- Experience creating and implementing communications plans, with expertise in social media and video, to engage target audiences while working in collaboration with content contributors.
- Keen eye for graphic design and ensuring a brand's consistent visual identity across media.
- Experience working with journalists/members of the media to facilitate story production.
- Excellent at time management, problem solving, and following through with minimal direction.
- Ability to work independently with minimal supervision and collaboratively as a member of the MWOBS team. Willingness to pitch in when/where needed.

Work Environment

This position is based at Mount Washington Observatory's office in North Conway, NH. Some limited travel will be required at times, including to the summit of Mount Washington, for media visits and other outreach events. Occasional evening and/or weekend work may be required.

Benefits

This position qualifies for the standard benefits package for full-time employees. Current employee benefits include generous paid time off, all 12 paid federal holidays, health, vision, and dental insurance, short and long-term disability insurance, life insurance, a retirement plan after six months of service, complimentary gear from our sponsors, and discounts on our retail items. The starting salary range for this role is \$50,000 to \$56,000, commensurate with experience.

Hire/Fire Responsibility

This position has no hire/fire responsibility.

Employment at Will

This job description does not constitute an employment agreement between MWOBS and employee and is subject to change as needs evolve.