

## **Communications Contractors**

### **About Climate Resolve**

Climate Resolve builds collaborations to champion equitable climate solutions. We connect communities, organizations, and policymakers to address a global problem with local action. We inclusively develop practical initiatives that reduce climate pollution and prepare for climate impacts. By leveraging our collective power to address climate change, we are creating a thriving California and inspiring others to take action. Our purpose is a just and resilient future.

### **Scope**

As part of our mission to develop climate solutions in Los Angeles and its surrounding areas, Climate Resolve concurrently manages numerous initiatives aimed at promoting and implementing equitable strategies that enhance the lives of residents in the face of climate change. To achieve this goal, part of our work involves translating the science of climate impacts into accessible communications and media that are understandable to the public and help galvanize them to take action. Additionally, we lead outreach campaigns that offer individuals opportunities to implement tangible, realistic climate solutions on a day-to-day basis, benefiting their lives and livelihoods.

These contractors will report to the Communications Manager and interact constantly with members of the Communications and Development teams to create shareable media content highlighting Climate Resolve's multi-pronged approach to achieving equitable climate resilience strategies. Contractors are expected to collaborate with the Outreach team to create and share content that amplifies real, local solutions to climate change.

### **Essential Duties**

- Take high-quality, well-composed photos of events, including: wide shots of the event space; action shots of speakers, performers, or interactive activities; candid moments of community members and close-up shots of signage, materials, or key visual elements.
- Edit and deliver a curated selection of high-resolution images within 5 days of the event, ensuring the files follow Climate Resolve's internal labeling for easy reference (event name, date, location).
- Live-post short updates or stories during the event (with organizational approval).
- Capture event video and audio when appropriate
- Prepare rough video cuts for further editing by the Communications team
- Assist in creating visual content and written copy that helps tell the story of Climate Resolve's programmatic efforts and the work of our partners
- Support Communications Manager with social media management and engagement:
  - In alignment with the content calendar, design or source graphics, photos, and short videos for posts and stories, and write engaging, clear, and audience-appropriate captions.
  - Stay updated on social media trends, new platform features, and best practices.
  - Recommend adjustments to strategy based on changes to platform algorithms or audience behavior.

## **Work specifics**

Tasks will be assigned on an event-by-event basis. A contractor will be invited to provide services for specific events as needed, based on Climate Resolve's communications requirements. Engagements will be ad hoc and compensated per assignment, according to the agreed rates for the scope of work. Contractors must have access to their own equipment, software, and reliable transportation (must live in Los Angeles County). Events usually happen in the evening or on weekends, and the organization would aim to request these services at least 2 weeks in advance, although it might not always be possible.

## **Required qualifications**

- Experience with photography, video, sound, and editing content
- Experience creating social media content and basic graphics for multiple platforms
- Experience with social media management and engagement
- Excellent written and oral communication skills, including a willingness to ask for help as needed
- Excellent time management skills with the ability to effectively prioritize tasks

## **Preferred qualifications**

- Knowledgeable about the scientific and human impacts of climate change, with the ability to take an analytical approach to best practices for communications on these topics
- At least some familiarity with the Southern California landscape (particular sectors of interest include: NGOs, service, health, faith, academia, and local government)
- Bilingual in Spanish or another language of one of Los Angeles' communities, such as Armenian, Korean, Mandarin, Russian, Tagalog, Thai, or Vietnamese - comfortable providing specific communications materials in any of these languages
- Experience using Canva, Adobe Photoshop, InDesign and/or Lightroom
- Familiarity with WordPress
- Adept at photography and familiar with video production technology, such as Adobe Premiere and CapCut

## **Equal Opportunity Policy**

Climate Resolve does not discriminate on the basis of race, color, gender, religion, creed, sex, pregnancy, marital status, age, national origin or ancestry, physical or mental disability, medical condition, military and veteran status, sexual orientation, genetic information or characteristics or any other consideration protected by federal, state or local laws. Therefore, we encourage all individuals to apply. Climate Resolve will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

# Proposal Submission Template

## Climate Resolve – Communications Contractor

Please submit this to [comms@climateresolve.org](mailto:comms@climateresolve.org) by September 7, 2025.

All proposals will be reviewed by Climate Resolve's Communications team by September 9, 2025. Selected candidates will be invited to participate in a brief interview to discuss their experience, approach, and event availability. Following the interview process, we will select approximately three contractors to work with us on different events, based on our needs and the skills of the selected individuals.

**Applicant Name:** \_\_\_\_\_

**Business Name (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### 1. Work Sample Request

- Briefly share why you are interested in working with Climate Resolve and what aspects of our mission, programs, or approach you find most compelling (400 words or less)
- Please share two past writing samples (400 words or less)
- Portfolio of work (video, social media graphics, infographics, gifs, etc.)

### 2. Service Breakdown and Rates

Service Description	Unit (hour)	Rate (USD)
Photography Coverage		
Videography Coverage		
Photo Editing		
Video Editing		
Social Media Content Creation		
Live Event Posting		
Other(specify): _____		

### 3. Notes/Clarifications

Include any details about your rates, such as bundled pricing, discounts for multiple services, or special requirements.

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#### 4. Equipment and Software

Please list the equipment and software you own and will use to perform the contracted work:

- **Photography equipment:**

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- **Videography equipment:**

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- **Audio equipment:**

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- **Editing software :**

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- **Other relevant tools or platforms:**

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#### 5. Additional Information

- I confirm that my rates include my transportation costs and the use of my own equipment and software.
- I confirm that I can provide high-resolution, properly labeled files by the agreed deadline (5 days post-event).
- I confirm that I am available to work on events as requested (the Organization will aim to give at least 2 weeks' notice, although it might not be possible in all circumstances), and understand that assignments will be offered on an ad hoc, per-event basis.
- I confirm that I can provide the Organization with an itemized invoice and understand these will be paid in the following 20 days once approved by the Communications Manager

Any additional information:

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_