

Staff Position Description

Title: Ancestral Lands Conservation Corps Communications Technician

Location: Acoma, Albuquerque, Gallup, or Zuni, NM. Partially Remote Eligible.

Status: Seasonal, Full-Time, Non-/Exempt

Wage: \$18.67/hour

Benefit Eligible: Health, Paid Time Off, and Sick Time *per Personnel Policies*. Trainings and credentials will also be provided, including

Training: Individualized training plan will be made with the person who is hired into the position as well as focused trainings in Canva, Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Lightroom, Premiere), capturing, editing, and posting field-based content, and more.

Reports to: ALCC Communications Coordinator

Posting Period: Please apply before May 1, 2026

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air, and water; thriving people and resilient communities.

Program Summary:

In partnership with the Ancestral Lands Conservation Corps is a program of Conservation Legacy. Our vision is to lead our Nations back to ecological and cultural well-being by engaging underrepresented Indigenous youth and young adults in conservation service programs that reconnect participants to the land while preparing them for careers in cultural and ecological protection. We work to remove barriers to participation, education, and employment by partnering with Tribes, local community organizations, agencies, and institutes of higher learning to create paid service and career training opportunities, personal and professional development, and pathways to post-secondary education and employment.

Position Summary:

The Program Communications Technician supports the communications and marketing efforts of the Ancestral Lands Conservation Corps program, including gathering and collecting stories, photos, videos and other media necessary to highlight the impact of the program for local, regional, and national audiences. The position will create resources highlighting the program's work to protect, restore, and preserve natural and cultural resources and will help outreach and educate the general public about ALCC's environmental stewardship through digital engagement and awareness. This position may also assist in populating content for ALCC's social media channels, and writing/sending press releases to local media outlets. This position collaborates with the Central Communications Team and works closely with ALCC staff to determine and understand the needs of the program. Close adherence to communications policies is critical to ensure the integrity of ALCC's and Conservation Legacy's brands. This position may include local travel and field-based work. **The typical schedule for this position is Monday – Friday, normal business hours, but some evening, weekend, and overnight travel may be required.**

Outcomes & Functions of Position:

Liaison to ALCC and Conservation Legacy Communications Staff

- Serve as a liaison to Central Communications staff responsible for marketing and communications across the organization.
- Regularly meet with Communications Manager to plan and prioritize local documentation.
- Review program communications to ensure they align with and connect to broader Conservation Legacy initiatives and priorities.

Publicizing Program Activities and Achievements

- Collect and take photos and video of crews, interns, projects and special events.
- Collect and write up participant stories.
- Assist with media relations support for key national service days, events and other initiatives.
- Archive field media for easy access and use by program administrative and program staff.
- Create content for program social media and assist with metrics gathering.

Program-Specific Communications and Marketing

- Provide media support for projects and partnerships.
- Capture and convey the story of the program through field-based media and content.
- Assist with program social media campaigns and posting.
- Contribute to The Field Guide: Conservation Legacy's organization-wide blog.
- Design flyers, graphics, and other marketing material.

Organizational Advocacy

- Successfully engages, leads, and supports a positive work environment for all within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Our Commitment:

Conservation Legacy is committed to the full consideration of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Physical requirements may include periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. The ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to the hiring manager.

Qualifications:

- Other (data cut qualifications) or technical skills (if range adjusted).
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.

- Must be able to pass the organization's criminal history check requirements.
- Ability to successfully work in a fluid, changing work environment.

Preferred Qualifications:

- Minimum 6 months experience supporting communications or marketing.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive, and/or Influence Results, Plans & Aligns.

To Apply: Submit a resume and cover letter to awyaco@conservationlegacy.org by May 1, 2026.

Conservation Legacy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or reasonable accommodations due to a disability during the application or recruiting process, please send a request to the hiring manager.