

# Staff Position Description

**MISSION:** FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

**VISION:** A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Program Communications Technician

**Date:** April 2021

**Reports to:** Communications Manager

**Starting Salary:** Grade A: \$12-15 per hour

**Location:** Based out of any Ancestral Lands Conservation Corps Office

**Status:** 40 hours per week for a minimum of 4 months, with possibility for extension.

Non-exempt, temporary, seasonal

**Benefit Eligible:** Not Eligible

## **Program Summary:**

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

## **Position Summary:**

The Program Communications Intern supports the communications and marketing efforts of Ancestral Lands Conservation Corps (a program of conservation Legacy) including: gathering and collecting stories, photos, videos and other media necessary to highlight the impact of their program for local, regional and national audiences. This position may also assist in populating content for Ancestral Lands Conservation Corps (ALCC) social media channels, and writing/sending press releases to local media outlets. This position collaborates with the Central Communications Team and works closely with local 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 the organization's—brand. This position may include local travel and field-based work.

## **Essential Responsibilities and Functions:**

### **Liaison to 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 ALCC 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 ALCC through field-based media and content.

- Assist with ALCC social media campaigns and posting.
- Contribute to The Field Guide: Conservation Legacy's organization-wide blog.
- Design flyers, graphics, and other marketing material.

### **Additional Responsibilities**

- Incorporate ethics of diversity, equity, and inclusivity into all aspects of generated content and campaigns.  
Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.

### **Physical Requirements:**

Possibility of overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle may be required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.**

### **Minimum Qualifications:**

- Ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Ability to maintain communication with supervisor remotely.
- Must be able to pass the organization's criminal history background check requirements.
- Valid driver's license and an insurable driving record.
- Ability to write and communicate clearly and effectively.
- Experience with or interest in photography, videography and/or journalism.
- Familiar with Social Media channels.
- Keen eye for composition and quality when creating content.
- Enthusiasm for the mission of Conservation Legacy and the communities we serve.

### **Preferred Qualifications:**

- Previous experience within one of Conservation Legacy's programs.
- Experience with special events: drafting press releases, interviewing, and reporting.
- Proficiency with Adobe Suite, especially Photoshop.

**To Apply:** Send cover letter and resume to Rose Clements at [rclements@conservationlegacy.org](mailto:rclements@conservationlegacy.org). Subject line in this email must include "application".

Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & other underrepresented populations, in personal or professional context.***

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*