
Regional Conservation Communication Manager

POSITION SUMMARY

Wildlands and Woodlands, a New England-wide conservation initiative of the **Harvard Forest** and **Highstead**, seeks a talented communication professional with a background in conservation or other environmental field. The Regional Conservation Communication Manager will work as part of a team to develop and implement communication strategies that inform and inspire conservationists, policymakers, foresters, scientists, funders, and public audiences to work together to protect New England's forests and farms and to promote livable cities and towns that are sustained by thriving natural infrastructure.

RESPONSIBILITIES

Supervised by the Harvard Forest Director of Outreach & Development, this person is responsible for print and digital media production, events management, and communications planning and implementation as part of a strategic working group. Projects will include publication roll-outs to the media, policymakers, conservation professionals, and the public; and amplification of Wildlands and Woodlands products and ideas (including policy documents, conservation finance reports, scientific papers, and conservation stories and events) across print and digital platforms, leveraging a wide range of organizational partners. This work must be balanced with daily tasks of editing, proofreading, updating websites, managing contact lists, and posting on social media platforms.

REQUIREMENTS

Basic Qualifications:

- Bachelor's or Master's degree in a communication-related or environmental field.
- 3-5 years of related professional experience.

Additional Requirements:

- Demonstrated success in generating effective, issue-based print and digital communication products that target multiple audiences including the media and/or decision makers.
- Superb writing, editing, and proofreading skills.
- Experience collaborating on communication strategy and brand development.
- Experience with event management and publicity.
- Experience overseeing consultants in design, video production, web development, etc.
- Highly motivated personality with an ability to manage multiple deadlines and maintain strong attention to detail and quality.
- Interest in working collaboratively as part of a team while also advancing projects independently; ability to consider multiple perspectives with diplomacy and a sense of humor.

- Proficiency in Microsoft Office products (Word, Excel, PowerPoint), basic website content development (via Drupal or other content management system), and social media (Twitter, Facebook, Instagram).
- Ability to deliver public presentations and tours, which may be in outdoor environments.
- Ability and willingness to work occasional evening and weekends and do some regional travel.
- Valid US driver's license for at least 2 years and a clean driving record.

Preferred Experience

- Familiarity with the New England landscape and a commitment to its conservation.
- Facility with desktop publishing software such as Adobe Photoshop, Illustrator, InDesign.
- Experience with one or more of the following:
 - Data visualization
 - Video or podcast production
 - Website development and/or graphic design
 - Surveys, program evaluation, or impacts assessment
 - Fundraising, grant-writing, and donor relations
 - Focus group management / stakeholder engagement

Compensation

- Full-time 1 year term position. Grant funded position with likelihood of continuation based upon performance and funding.
- Excellent benefits.
- Position based at the Harvard Forest in Petersham, Massachusetts.
- Anticipated starting salary of \$58,000. (Grade 56 Exempt)

Application Apply on line at <http://employment.harvard.edu/>. Requisition 42024BR. Please submit one PDF document containing your cover letter, resume, names and contact information for 3 relevant references, short appropriate writing sample and link to an example of a web or print product you have produced. Anticipated starting time summer 2017.

About the Harvard Forest: The Forest, a department of Harvard University with 40 year-round staff, is located 30 min from Amherst, 45 min from Worcester. Scientists, students, and collaborators at the Forest explore topics ranging from conservation and environmental change to land-use history and the ways in which physical, biological and human systems interact to change our earth.