

Part-time Communications Manager

Village and Wilderness helps local nonprofits and community initiatives to create and share replicable climate adaptation strategies. Please direct inquiries to Tom Chase, CEO, at tomchasevw@gmail.com.

Job Description

Assist the CEO in developing all aspects of Village and Wilderness, particularly the following:

- Develop networks of practitioners around replicable, community-scale climate adaptation strategies, be they proven, emerging or yet to be developed. First-year priority will be dedicated to “backyard habitat” practices, with others to follow.
- Conduct, write and edit interviews or articles for the V&W website, or repost them if appearing in other periodicals first.
- Compile and augment articles and interviews to develop a living, open source “how to” manual to help practitioners replicate and adapt strategies

Job Duties

With supervision from the CEO:

- Identify other local organizations and communities are engaged in backyard rewilding, in and beyond the US, through word of mouth and professional organizations
- Recruit at least 100 participants to a listserv and/or Facebook or other means of connecting practitioners; routinely engage the participants and manage the community
- Survey and communicate with practitioners to identify priority issues and learn who has or is developing strategies to address them
- Facilitate connections between practitioners to share ideas, offer and request assistance, develop partnerships, and engage V&W help in strategy development
- Post at least 12 articles and interviews
- Manage and update the V&W website content
- Respond to replies and inquiries and acknowledge donations
- Assist with fundraising and grant writing
- Maintain frequent communication with CEO

Qualifications and aptitudes

- Journalistic interviewing and writing (editorial experience a plus)
- Website development and management
- Social networking skills both electronic (e.g., Facebook, listserv management) and interpersonal
- Managing and organizing video conferencing
- Excellent organizational and record-keeping skills
- Must be highly collaborative and with demonstrated excellent interpersonal skills

- Familiarity with climate adaptation problems and nature-based strategies
- Familiarity with nonprofit organization and community management

Benefits

Part-time up to 20 hours/week with extensions as needed. Flexible work hours.

Pay commensurate with experience

No health or vacation benefits

Location flexible, but quarterly in-person meetings on or near Martha's Vineyard, MA desirable

Village and Wilderness is a tax-exempt nonprofit organization and an equal opportunity employer