



Wild Virginia Conservation Support Coordinator
(Posted 9-8-2021)

Job Summary

Wild Virginia is committed to protecting and connecting Virginia's wild places. We are accepting applications for the position of Conservation Support Coordinator (Coordinator). We hope to find someone who can help us stay organized and maintain strong administrative operations so we can take on even more challenges. Wild Virginia is a grassroots non-profit, so the person who takes on this role should be creative and open to involving volunteers in as much of this work as practical. The Coordinator position is part-time for now, but has the capacity for leadership development and growth for the right person, and we offer an excellent benefit package for a part-time position.

Duties will include:

- Provide administrative support and assistance to the Executive Director and Conservation Director.
- Assist in executing Wild Virginia's conservation and fundraising strategy.
- Help plan and manage member engagement events.
- Create Eventbrite event listings and automated communications with attendees.
- Post all events and outings on our internal platforms and on select external community calendars.
- Help plan the annual Wild Virginia Film Festival and recruit business sponsors.
- Manage interns and volunteers for events and for routine office tasks.
- Make graphics in Canva as needed.
- Manage our online photo repository (ensure ethical wildlife photography standards).
- Maintain general office supplies, including outings first aid kits.
- Ensure that all volunteer outings leaders complete the required training program and keep that training up to date.
- Actively participate in Wild Virginia's diversity, equity, and inclusion strategy and trainings.
- Help manage monthly correspondence and thank you letters to donors.
- Take and file notes at select meetings.
- Edit some public-facing content.
- Undertake recordkeeping and data entry and ensure routine database maintenance.

- Perform miscellaneous on-going office administrative tasks.

Required Qualifications

- Excellent organizational skills and attention to detail.
- Ability to carefully edit content (check links, ensure basic grammar rules are followed).
- Commitment to ensuring that the public has an excellent experience when they interact with the organization and our online platforms.
- Experience using platforms like WordPress, event management and CRM database software, and email marketing clients.
- Experience performing mail merges for letters and labels in MS Word.
- Experience directing and supervising volunteers in a collaborative work environment.
- Strong computer skills (including MS Office suite and GoogleDocs).
- Ability to meet deadlines and consistently follow-up.
- Mission-driven team player with a positive attitude, strong work ethic, and the willingness to pitch in and support colleagues.
- Strong interpersonal skills.
- Acceptable background check.

Desired Qualifications

- Interest in conservation, environmental science, wildlife preservation, forest protection, and public lands.
- Experience with environmental advocacy work, conservation, and work in the nonprofit sector.
- Bachelor's degree (B.A. or B.S.) is preferred, but not required with demonstrated experience.
- Valid Virginia driver's license or alternative travel accommodations and the ability to travel within Virginia.

Wild Virginia is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Applicants who meet 75% of the description above are encouraged to apply.

Reporting: This position will report directly to the Executive Director.

Location: Charlottesville, VA. Other locations in Virginia may be considered depending on ability to travel and reliable internet connectivity.

Desired start date: October 1, 2021 (Position open until filled)

Starting salary: \$20,000/year

Hours: 25/week - Occasional weekend and evening work required with advance notice.

Benefits: Generous paid vacation, Simple IRA, travel reimbursement, professional development opportunities, health insurance, family leave, voting leave, volunteer leave, flex time and remote work opportunities, dog-friendly workplace.

Job type: Part-time, “exempt” position. Wild Virginia is an equal opportunity employer.

To apply: Please submit cover letter and resume on [this Google Form](#). You may contact info@wildvirginia.org or 434-971-1553 with specific questions about the position.