



Communications Contractor

Wild Virginia is a statewide conservation nonprofit dedicated to protecting and connecting Virginia's wild places through advocacy, engagement, and empowerment. We envision a healthy unfragmented landscape where everyone can connect to their own wild place and protect it. Since 1996, Wild Virginia has advocated for strong environmental protections and empowered citizens to become active in the decision-making process that affects the future of the Virginia's wild lands. Our three core programs work to increase habitat connectivity, protect water quality, and provide environmental and advocacy education.

Headquartered in Charlottesville, VA, Wild Virginia has a decentralized staff that works remotely across the Commonwealth.

Job Summary

The Communications Contractor will implement Wild Virginia's communications and marketing strategy from October 1 to December 31, 2026, for an estimated 10-15 hours a week, with the potential for extension in 2027. This will include regular social media posts, website management, blog creation, graphic design of organization materials, and evaluation of analytics. The position is remote, reports directly to the Executive Director, and works across the organization. It is preferred that the contractor be located in the Commonwealth of Virginia, but this is not required.

Wild Virginia currently maintains a social media presence on Facebook, Instagram, and LinkedIn. With a listserv of over 10,000, we communicate regularly via email updates and announcements with our audience. Materials requiring graphic design include two fundraising appeal letters, an annual report, and additional needs through the year. Wild Virginia's website (www.wildvirginia.org) is a WordPress site that we would like to update and reorganize.

Essential Duties / Responsibilities

1. Assist Wild Virginia in building the organization's influence, brand awareness, and reach.
 - Track and share metrics on engagement (social, emails, website).
 - Help increase engagement through consultation and implementation with the Executive Director and Operations Coordinator.
 - Attend bi-weekly staff meetings and monthly Communication Team Meetings.
2. Digital Communication & Website Management
 - Manage social media platforms Facebook, Instagram, and LinkedIn.
 - Manage and update website as needed.
 - Improve website useability and traffic.
3. Content creation
 - Graphic design of appeals, reports, logos, brochures, and other materials.
 - Work with staff and volunteers to prepare monthly blog or press release content.
 - Help prepare media advisories for press, as needed, for events.

Required Qualifications

- 2+ years experience in communications and/or marketing
- Experience in graphic design and website updates.
- Experience managing social media platforms Facebook, Instagram, and LinkedIn.
- Strong storytelling skills.
- Mission-driven team player with a positive attitude, strong work ethic, and the willingness to pitch in and support colleagues.
- Flexibility, dependability, perseverance, and creativity in problem solving.
- Superior written and verbal communication skills.
- Ability to meet deadlines and manage multiple projects in a timely manner.
- Strong interpersonal skills and ability to work autonomously.
- Strong computer skills (including MS Office suite, Google Docs, and Zoom).

Preferred Qualifications:

- Degree in Communications, Digital Design, Marketing, or a similar subject.
- Experience with environmental advocacy work, conservation, and work in the nonprofit sector.
- Experience writing philanthropic and development related outreach.
- Experience in web design.

Wild Virginia is committed to creating an inclusive and welcoming 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.

Application Close Date: September 30, 2026

Desired start date: October 13, 2026

Pay: \$30 - \$40 hourly, depending on experience

Hours: Estimated 10-15 hrs/week

Job type: Independent contractor

To Apply: Complete an application at <https://shorturl.at/LIYKi>

Please contact info@wildvirginia.org with any questions.