



Announcement Date: **April 28th, 2020**
Position Announcement: **Communication Specialist**
Position Status: **Part Time**
Closing Date: **May 22nd, 2020**

ABOUT US

[Wisconsin's Green Fire, Voices for Conservation](#) (WGF) supports the conservation legacy of Wisconsin by promoting science-based management of natural resources. We are a non-partisan, 501(c) 3 organization. WGF provides information, analysis, and recommendations on a broad array of issues, including but not limited to, air quality, water quality, fisheries, wildlife, forestry, wetlands and public trust, public lands, energy policy, climate change, and natural resources education. Our efforts are led by WGF volunteer professional members, supported by a small staff and our board of directors. Since our founding as an independent, non-partisan organization in 2017, WGF helps policy makers, agencies, and concerned citizens understand and address complex conservation issues.

Communications to policy makers, WGF members, and our partners is a critical function of WGF. Our communications program:

- Informs members and supporters of WGF activities and key issues through print newsletters, e-updates, social media, and the WGF website
- Interprets WGF technical work and analysis for public audiences
- Supports member engagement and coordinates our member and donor activities
- Engages volunteers in our communications activities
- Helps grow and diversify our membership and continues to grow new partnerships

POSITION

The WGF **Communications Specialist (CS)** will join our team of staff, professional members, volunteer communication committee and partners leading our efforts to inform sound public policy and positive conservation outcomes. The CS will report to the Executive Director and work primarily with both the Director and Assistant Director and will be a key contributor to WGF's overall communications team. The CS will also work with WGF volunteers on the communications committee and others within the organization. Duties over time will be determined by priority needs and may adjust as needed to meet communications objectives, requiring a high level of flexibility.

RESPONSIBILITIES

The Communications Specialist will be part of a small collaborative team of WGF staff who work together managing multiple programs and priorities. The position will help ensure work product presentation and overall communications align with WGF's mission, vision, values, and our science in advocacy approach.

CORE RESPONSIBILITIES

- Assist with developing content for and editing WGF communication products, and coordinate activities of WGF volunteer editors.
- Work with contributors to coordinate production of WGF's monthly electronic newsletter.
- Assist with web site and social media content additions and updates.
- Coordinate outreach to WGF members and serve as liaison to members regarding WGF activities and events. Assist in managing member records.
- Assist with WGF events and fundraising activities
- Coordinate logistics for WGF's presence at public events and presentations.

QUALIFICATIONS

- Excellent written and oral communication skills with the ability to tailor communication to appropriate audiences, including scientists, policy makers, and the general public.
- Experience working with media, public outreach, and developing content for varied audiences.
- Ability to work independently, performing tasks with limited supervision.
- Ability to work collaboratively with a wide variety of internal and external partners.
- A strong work ethic and accountability for meeting commitments and outcomes. Experience completing tasks independently and on time.
- Experience using MS Word, Excel, Power Point or other presentation software.
- Experience communicating natural resource issues for non-technical audiences
- Some experience with basic graphic design, publication design software, websites and other communications platforms.

LOCATION

Most WGF employees work from home offices located throughout the state. WGF has a Madison office which is also available as a work location.



COMPENSATION

This is initially a part time (50%) position beginning as soon as June 15th and continuing until December 31st. The starting pay range is \$18-\$25 per hour based on qualifications of the successful candidate. The position may continue after January 2021 and, depending on workload, the initial appointment of 20 hours per week may increase at that time by mutual agreement.

WGF will offer basic employment benefits including paid leave and personal time and a health care benefit.

This position may require occasional paid travel in Wisconsin, including some overnights. Access to a personal vehicle and a valid driver's license is required.

Wisconsin's Green Fire is an equal opportunity employer. We offer competitive compensation, flexible work policies, and a collaborative work environment. We are committed to supporting and inspiring conservation achievement and personal development.

HOW TO APPLY

To apply, please complete and submit the following documents:

- 1). A cover letter explaining your interest and suitability for this position.
- 2). A current resume that includes educational background, previous work experience, references and contact information.
- 3). A recent sample of a creative or professional work product you have produced that reflects on your capabilities related to this position.

Submit application documents via e-mail to info@wigreenfire.org

Use the subject line: **WGF Communications Specialist Application** in your submission.

All applications must be submitted by **May 22nd, 2020**.

Questions regarding the application may be submitted to Executive Director Fred Clark at fclark@wigreenfire.org or Assistant Director Nancy Larson at nlarson@wigreenfire.org