*Job Opening*
COMMUNICATIONS & PROGRAM ASSOCIATE

PEOPLE AND CARNIVORES connects people, ideas, and resources to advance carnivore conservation in the American West. We work with ranchers and farmers, hunters and outfitters, rural residents, land managers, and scientists to keep grizzlies, wolves, and other carnivores in the wild and out of trouble. Our primary focus is working in and with communities to prevent conflicts with large carnivores, to keep people, livestock, and predator species safe, and enhance habitat and connectivity. For more information about People and Carnivores, visit www.peopleandcarnivores.org

ESSENTIAL FUNCTIONS of this position are to coordinate and assist in executing P&C’s communications strategy to reach and expand key constituencies; coordinate and conduct a variety of program support activities, including support to the field team, program research and writing, and development of technical materials/media; and provide administrative assistance to the Executive Director and the Director of Development & Communication.

This is a non-permanent, part-time position:
- **Position will be filled for one year**, with continued employment dependent on funding.
- FTE to be determined, with an expectation of 0.5 to 0.8 FTE (20-32 hours per week).
- Varied daily hours possible, and some flexibility for working from home part of the time (but will have in-office expectations each week).
- Salary is $18-$20/hour DOE.

MAJOR RESPONSIBILITIES
Communications (40-50%):
- Execute all social media needs including but not limited to Facebook, YouTube, Instagram, Reddit, Twitter, etc., including curating message for each platform, tracking metrics and growth, and suggesting additional media strategies to increase P&Cs reach
- Oversee and update the P&C website
- Manage communications content calendar
- Gather/develop content internally and externally for dissemination
- Connect and converse with partner organizations in the field

Program Support (30-40%):
- Conduct program-associated research
- Support field personnel (non-field based support)
• Provide technical support, editing, and other assistance with mapping, short videos, and other dissemination strategies for field work and project outcomes
• Write/compile manuals, articles, updates, and reports
• Coordinate periodic events

Administrative Assistance (15-20%):
• Provide general administrative support to Executive Director and the Director of Development & Communication
• Follow-up with people and organizations that reach out to P&C
• Oversee the info email account and other shared communication methodologies
• Provide back-up for mail, deposits, and some membership functions

REQUIRED QUALIFICATIONS
• Bachelor’s degree
• Minimum two years experience in communications
• Experience working in an organizational setting (classroom experience alone does not fulfill this qualification)
• Experience working with a variety of social media, printed media, and media relations
• Excellent written and verbal communication skills, especially writing proficiency
• Experience working independently
• Strong organizational skills
• Highly collaborative workstyle
• Computer proficiency with MS Office

DESIRED QUALIFICATIONS
• Three to four years experience in communications
• Experience overseeing a suite of social media platforms, including websites
• Experience with WordPress, Photoshop, InDesign or equivalent/similar programs
• Knowledge of and/or background in earth sciences
• Relevant experience with/in the conservation field
• Experience working in a non-profit setting

To apply please send cover letter addressing expectations and qualifications above and resume to info@peopleandcarnivores.org. Early submissions are encouraged as we will interview on a rolling basis and fill the position as soon as possible. No phone calls please.