



FARM & WILDERNESS

Position Description: Communications Specialist (Final 11.11.2009)

Year-Round, Part-Time, At-will employee

Salary Category: Hourly, No Benefits

Supervisor/Reports to: Executive Director

Direct Reports: None

Organizational Overview:

Farm & Wilderness Foundation (F&W) is a non-profit, educational organization operating six summer camps for children and young adults, a family camp, and year-round educational programming. Set on a beautiful 500-acre campus in the Green Mountains of Vermont, F&W programs are rich in adventure, community, history, and spirit and foster an individual relationship with the natural world. While each camp and initiative provides unique programs based on age and interests, all F&W activities are shaped by Quaker principles and the common belief that individuals and communities are strengthened by justice, honesty, self-reliance, diversity and respect for all persons. People of any race, background, religion, sexual orientation, or economic status are encouraged to apply to our camps as campers or staff. To learn more about F&W please visit: www.farmandwilderness.org.

Position Summary:

The Communications Specialist is responsible for overseeing all aspects of print and web communications; working cross-departmentally to solicit, update, and publish information. The Communications Specialist is responsible for creating and maintaining a consistent image in print and web-based materials; this includes participating in building a more cohesive out-reach and marketing plan as it relates to communication materials. This is a part-time position working approximately 12 to 20 hours per week at the Farm & Wilderness office in Plymouth, Vermont.

Responsibilities:

- **Interim Editor:** Oversee all aspects of producing the Foundation's quarterly newsletter, *The Interim*. This includes soliciting, writing, and editing content, design layout, and all facets of printing. Act as primary contact for print vendors and mailing services.
- **Website Maintenance:** Take necessary steps to ensure information on the Foundation's website is accurate and up-to-date; including soliciting information from all foundation departments. Continually work to improve content and navigability of site. Act as primary contact for 3rd party web site host.
- **Foundation Photo Manager:** As primary contact for Foundation photographs, work to solicit, take, post, and organize photos. Maintain current photo gallery on the website. Furthermore assist in selecting photos for printed communications and marketing materials.
- **Graphic Design Projects:** Oversee special assignments related to graphic design and visual display such as stationary, marketing materials, signage, and similar projects as needs arise.
- **Mailings Calendar:** Work cross-departmentally to schedule, budget and track deliverables for mailings and outreach as it relates to a comprehensive organization-wide yearly schedule.

Qualifications & Experience:

- Previous experience in a similar position
- Strong writing and editing skills
- Extensive experience using Adobe InDesign and PhotoShop
- Proficient with MS Office Suite and office technology
- Knowledge of content maintenance (website)
- A keen visual interest in layout and presentation of materials; with a basic understanding of marketing initiatives
- Ability to work independently
- Previous experience working in an office/administrative setting, including excellent organizational skills, computer skills and ability to operate standard office equipment;
- Professional character that is consistent, capable, self-directed, well organized, flexible, personable, and is able to maintain composure in a changing environment;
- Respectful, clear, and patent interpersonal communication skill set that allows for collaborative work cross-departmentally
- Aspiration to develop a keen awareness of and respect for the values of F&W and its constituents

Essential Function:

- Must be able to assist staff or campers in emergency (fire, injury, etc.);
- Must be able to maintain visual supervision of staff or campers while on duty;
- Must be able to hear staff or campers and differentiate casual conversation from calls for assistance;
- Must be able to negotiate the terrain at camp, including climbing the steep hills and staircases;
- Must be able to focus on a single task for at least 20 minutes;
- Must be able to communicate (both written and verbal) clearly and effectively with staff, campers, and other constituents.

Equal Opportunity Policy

Farm & Wilderness is an equal opportunity employer. No employee or applicant for employment shall be unlawfully denied an employment opportunity for which the employee or applicant is qualified because of race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, veteran status, disability, or other protected category. F&W is committed to non-discrimination in its employment.

To Apply:

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity (both in Word format) to Courtney Porter at HR@farmandwilderness.org, subject line "Communications Specialist." Applications will be reviewed on a rolling basis.