



## **California Association of Resource Conservation Districts (CARCD)**

### **Communications & Outreach Assistant**

**Location:** Downtown Sacramento/Remote, (employee must be based in California)

**Compensation:** \$15/hour based on experience, 20 hours a week (flexible schedule)

#### **Background**

The California Association of Resource Conservation Districts (CARCD) is a 501c3 non-profit organization serving the 95 resource conservation districts (RCDs) throughout the state. Our organization works as a hub to strengthen and support a powerful statewide network of local RCDs, so they can assist communities across California in caring for our land, water, soil, air, and other natural resources. CARCD and the RCDs offer effective, locally-governed, non-regulatory ways to meet our communities' natural resource needs and challenges, at any scale from local to statewide.

#### **Summary of position**

CARCD is seeking a dynamic, creative entry-level communications professional to assist RCDs in meeting the next generation of conservation challenges. This is an exciting time in the RCD world and we are seeking someone who is up for the challenge. The ideal candidate will have an interest in conservation, be willing and eager to take on multiple tasks as part of a team, enjoy working both with others and independently, and will have strong communication skills.

#### **Position Responsibilities**

Communications Support: Year-round, 20 hours per week

- Prepare stories and information from RCDs and partners for distribution via CARCD's various communications channels, including e-mail blasts, social media accounts, and website updates.
- Utilize CARCD's brand and message platform to communicate about our mission and impact with external and internal audiences
- Assist staff with maintaining and coordinating project outreach materials and program documents

#### **Additional Responsibilities (negotiable)**

Conference Support: Seasonal, additional 10-20 hours per week (*second half 2021*)

- Work with CARCD staff to coordinate the CARCD Annual Conference.
- Support conference logistics planning including: transportation, catering, speaker and sponsorship coordination, and partner outreach.

- Coordinate with the conference hotel and or virtual conference platform.

### **Required Qualifications**

- B.S. or B.A. in either a Communications or Natural Resources related field *or* related coursework working towards a degree and at least 1-2 years of professional and/or volunteer experience in a related field
- Appreciation for the diversity of California's local communities and general knowledge of conservation opportunities and challenges in California
- Proficiency with Microsoft Office Suite and Google Suite
- Excellent verbal and written communication skills
- Strong interpersonal and problem solving skills
- Effectively work both in team settings and individually
- Ability to be productive while being flexible, self-starting, and working independently in a remote environment
- Excellent organizational skills, including ability to set priorities, manage time, work under pressure, and assist with multiple projects while meeting deadlines
- Desire and ability to work with a diverse community group of people and staff members

### **Desired Qualifications**

- 2-3 years of professional and/or volunteer experience in a related field
- Experience with basic graphic design
- Experience with WordPress or a Constituent Relationship Management software
- Experience with event planning

The position is located in Sacramento, CA. Work can be done completely remotely, but the candidate must live in California.

To apply, please send a cover letter, resume, and any examples of communications pieces (professional newsletters, social media posts, etc.) to Emily Sutherland at [emily-sutherland@carcd.org](mailto:emily-sutherland@carcd.org). The position is open until filled. Resumes will be reviewed after January 22nd.

*CARCD 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.*