



## **Job Announcement | Communications Coordinator**

At Tompkins Conservation, we're protecting big, wild, and connected landscapes so that human communities, animals and plants can thrive. So far, we've helped create or expand 15 national parks on land and sea, have worked with 60+ communities for three decades, and are rewilding dozens of species, from jaguars and giant river otters in Argentina to rare Andean deer in Chile. We also promote the concept of rewilding on a global scale, and support our offspring organizations, Rewilding Argentina and Rewilding Chile.

By combating the climate and global biodiversity crises, we believe we can make an effective difference in our collective future, and our new Communications Coordinator will play a key role in our efforts.

### **Communications Coordinator**

Tompkins Conservation is a small but highly effective team looking for a skilled communications and social media professional. The ideal person for this role has digital and multi-channel savvy, social media expertise, team experience, and the skill to communicate our mission globally to both new and loyal audiences.

The Communications Coordinator is a full-time contract job. This role is remote, though it could be helpful to be based in the greater LA area or in Chile or Argentina. We are committed to providing an equal employment opportunity for all applicants. Our employment decisions are based on our organization's needs, job requirements, and individual qualifications, and we take action to ensure we do not discriminate based on race, gender, sexual orientation, religion, family or parental status, disability, age, national origin, or any other protected status.

### **Responsibilities**

The Communications Coordinator's primary responsibilities include managing and growing Tompkins Conservation social media accounts; posting on a daily basis; and supporting the global communication needs of Tompkins Conservation by contributing to press releases, assisting with events, working with the media; translating from Spanish to English, responding to inquiries and archiving media.

The ideal candidate will have a fresh approach to presenting our and our partners' work, largely in Chile and Argentina, and bring broad awareness to the importance of rewilding and conservation, increase public engagement, and document our impact. The Communications Coordinator will work

with internal and external contacts to engage and grow our global community, attend team meetings and work daily with our collaborators in Argentina and Chile. This position reports directly to the Director of Global Communications.

### **Skill sets**

- Strong writing, proofreading and visual skills for engaging, thoughtful, and original communications.
- Self-motivated, creative and organized, but also flexible, with the ability to create stories quickly and make deadlines.
- A track record of engaging and growing audiences through social media.
- Proficiency with photo editing, Excel, PowerPoint and Google docs. Foundational skills in Photoshop, video editing and simple graphic design.
- A good working knowledge of conservation and related issues.
- Discreet with confidential information.
- Comfort and ease with traveling in basic conditions, with high levels of outdoor activity on occasion.
- A strong bias towards action and demonstrated creative problem-solving abilities in the field, at work, and in life.

### **The Role**

- Collaborate with the Director of Global Communications to carry out strategic marketing and communications.
- Manage social media accounts, producing original content, including video, with consistent and compelling messaging and adapting Spanish-language content from our partners.
- Craft quality media content such as press releases, presentations, newsletters and other collaterals in various formats including digital.
- Frame compelling narratives for our diverse projects and generate public interest through inclusive, unified messaging that resonates with multiple audience segments.
- Help supply assets for team media appearances and presentations to global audiences.

### **Qualifications**

- 4+ years of communications experience, preferably with a background in science communications or global conservation.
- Undergraduate degree in journalism, communications or related field.
- The ability to make conservation compelling to a wide variety of audiences.
- Native English speaker, fluent or proficient in Spanish.
- Demonstrated skill in working with other cultures, environmental or health focused NGOs and researchers.
- Samples of previous work, including marketing materials and social media.

**Work Schedule & Compensation**

This is a full-time position that is remotely based. High-speed internet is a must and the ability to attend online meetings as needed. Occasional work on weekends or at night should be expected. The position may require limited travel in the US or South America for special events or visits to the field. The starting salary for this role is \$65,000, with consideration for candidates with higher levels of experience.

**To Apply**

Applications will be reviewed on a rolling basis until November 25th, with the position starting in early January. Please submit your application to [jobs@tomkinsconservation.org](mailto:jobs@tomkinsconservation.org).

Applications must include:

- Cover letter describing your background and interest in the position.
- Resume (limited to two pages).
- Portfolio of 3-5 work samples that demonstrate your most effective communications and strategic marketing efforts, including any social media campaigns.
- Three professional references with phone numbers and emails.