POSITION OPENING:
OUTREACH COORDINATOR – New York Field Office

Application deadline: November 22, 2019

Position Summary

This is a full-time, paid, one-year AmeriCorps placement through Conservation Legacy’s Environmental Stewards program with the potential for term extension up to another full year. The ideal candidate would have a bachelor’s degree in communications, media arts, writing, or a related area of study, and an interest in environmental outreach and conservation. Applicants with a degree in biological sciences or a related field and significant outreach experience will also be considered. This is not an internship, but an opportunity for someone who is prepared to take initiative and who is eager to learn about and develop communication strategies to increase public awareness of U.S. Fish and Wildlife Service conservation efforts at the New York Field Office (NYFO).

Minimum Qualifications

- Bachelor’s degree in communications, media arts, marketing, writing, or a related area of environmental sciences study;
- Strong writing and oral communication skills;
- Self-motivated and enjoys working independently and/or comfortable working in a team setting;
- Competency in developing content for a variety of social media outlets;
- Communicates well with people from a variety of backgrounds and age groups; and
- Brings energy and creativity to the Service’s Outreach and Education Program.

Preferred Skills, Knowledge, and Experience

- Experience with photography and photo/video editing;
- Ability to translate information into writing for both scientific and lay audiences;
- Experience with website development;
- Experience with creation of a variety of outreach materials;
- Comfortable in a variety of media editing programs including Adobe Creative Suite products;
- Ability to assist with field work; and
- Experience developing, organizing, and executing outreach campaigns.
Responsibilities

- Support the mission of the U.S. Fish and Wildlife Service (Service) through the development of online and offline media;
- Contribute to USFWS Conserving New York’s Facebook page;
- Contribute to New York Field Office’s website through content updates and strategic reorganization;
- Create and staff displays for a variety of outreach events;
- Collaborate with biologists to translate field experiences into written and visual media content;
- Contribute regularly to the Service’s Northeast Regional blog;
- Create outreach plans for events and facilitates interactive children’s programs at the Hands-on-Nature Anarchy Zone;
- Cultivate and maintain office partnerships as well as media relationships;
- Edit weekly reports sent to a broader Service audience;
- Serves on the outreach work group for the Upper Susquehanna Conservation Alliance;
- Work with partners in endangered species recovery/listing efforts and produce outreach media for a variety of audiences;
- Assist staff with field work as needed; and
- Other duties as assigned.

In addition to a living stipend, the successful candidate will receive a $6,095.00 Segal AmeriCorps Education Award to pay for college loans, graduate school, or a variety of other training opportunities upon completion of one year of service.

If you are qualified and interested in the Outreach Coordinator position, please send your cover letter, resume, and a portfolio that includes samples of a variety of writing/outreach materials to the contact below. All applicants should use the email subject line: "NYFO Outreach Coordinator: Your Name"

Paula_McCartney@fws.gov
New York Field Office
3817 Luker Road
Cortland, NY 13045