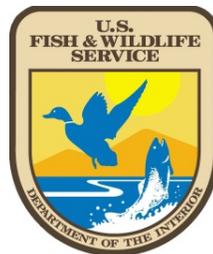


US Fish and Wildlife Service
New York Field Office
3817 Luker Rd
Cortland, NY 13045



POSITION OPENING: OUTREACH COORDINATOR

Application deadline: September 5, 2017

Position Summary

This is a full-time, paid, one-year 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 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 in New York State.

Minimum Qualifications

- Bachelor's degree in communications, media arts, marketing, writing, or a related area of study;
- Strong writing skills;
- Self-motivated and enjoys working independently;
- Competency in developing content for a variety of social media outlets;
- Communicates well with people of a variety of backgrounds; and
- Brings energy and creativity to whatever they do

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;
- Experience developing, organizing, and executing outreach campaigns

Responsibilities

- Supports the mission of the U.S. Fish and Wildlife Service (Service) through development of online and offline media;
- Maintains office [Facebook page](#);
- Maintains the office's website through content updates and strategic reorganization;
- Creates and staffs displays for a variety of outreach events;
- Collaborates with biologists to translate field experiences into written and visual media content;
- Contributes regularly to the Service's Northeast Regional blog;
- Plans and facilitates interactive children's programs at the Hands-on-Nature Anarchy Zone (<http://bit.ly/1FZg4az>);
- Cultivates and maintains office partnerships as well as media relationships;
- Edits weekly reports sent to a broader Service audience;
- Serves as the outreach chair for the [Upper Susquehanna Conservation Alliance](#);
- Assists staff with field work (including upland, wetland, stream and open water conditions)

In addition to a living stipend, the successful candidate will receive a \$5,775 Segal AmeriCorps Education Award to pay for college loans, graduate school, or a variety of other training opportunities upon completion of service.

If you are qualified and interested, please send your cover letter, resume, and a portfolio that includes samples of a variety of writing/outreach materials to:

MaryEllen_VanDonsel@fws.gov

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