



## Deschutes Land Trust Job Posting

**The Deschutes Land Trust is seeking an Outreach Associate to join its dedicated team!**

### **Who We Are:**

The Deschutes Land Trust conserves and cares for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. Since 1995, the Land Trust has protected more than 17,500 acres throughout Central Oregon for future generations. We embrace diversity, equity, and inclusion, and are committed to building a conservation community with diverse backgrounds, cultures, and life experiences. For more information about us, visit [deschuteslandtrust.org](http://deschuteslandtrust.org)

### **What You'll Do:**

The Outreach Associate is a 32 hours/week position that provides core support for Land Trust outreach activities. This includes assisting with the production and distribution of core communications material (print and digital), implementing social media content and strategies, and providing event registration and support for Land Trust events. The Outreach Associate reports to the Outreach Manager, but works collaboratively with all Land Trust Staff and Board Members to build support for the Land Trust. Core duties and responsibilities include:

### **Essential Functions:**

#### **Communications Support**

- Assist in the production, layout, and distribution of core communications materials (print and digital). This includes creating written, visual, and video content for all Land Trust communications channels.
- Implement social media content, strategies, and campaigns to increase community engagement and visibility for the Land Trust. This includes organizing, creating, sharing, and moderating branded content (text, images, video) across a variety of social media channels and tracking ROI.
- Curate and manage the Land Trust's digital photo library.
- Complete other duties as assigned.

#### **Event Support**

- Set up events in our online registration system and on our website.
- Manage day-to-day registration for Land Trust events including: keeping participant lists accurate and full, updating our website, adding events to online calendars, and helping participants register either online or via phone.
- Complete post-event follow up, list reconciliation, volunteer hour input, and other data input into Salesforce or other tracking locations for Outreach programs and events.

- Provide support for community engagement activities and events.
- Work with volunteers on Outreach team projects.
- Provide other support to Outreach team as needed.

**What you Need:**

- **Conservation Commitment:** Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
- **Diversity, Equity, and Inclusion Experience:** Cultural competency skills and demonstrated ability and commitment to breaking down barriers and working with people of diverse races, ages, genders, abilities and economic backgrounds.
- **Communication Skills:** Bachelor’s degree OR at least two years’ experience in communications, marketing, or related field including experience creating content and implementing strategies and campaigns for social media channels. Excellent writing, editing, proofreading, layout, and communication skills.
- **Organization and Detail Skills:** Excellent organizational skills including attention to detail. Ability to meet deadlines to complete projects efficiently and effectively while managing multiple priorities.
- **Technology Skills:** Strong grasp of current office computer applications, Google Suite, social media platforms, web-based content management systems (like Eventbrite, Constant Contact), and experience with design-based programs (Adobe Bridge, Photoshop, InDesign, Canva). Experience with Salesforce desirable.

**How to apply**

Applications due April 25, 2022. Your application should include the following:

- Cover letter describing your qualifications for and interest in the position.
- Resume.
- References (We will contact your references only after you have given us permission).

Please send your application as an attachment to: [info@deschuteslandtrust.org](mailto:info@deschuteslandtrust.org) with the words “Outreach Associate” in the subject line.

Please contact Pat Cohen at the email above if you need an accommodation. All inquiries will be handled confidentially. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process.

People of color and others from historically underrepresented communities are strongly encouraged to apply. For a complete job description and more information about us, visit [www.deschuteslandtrust.org/careers](http://www.deschuteslandtrust.org/careers). We appreciate your interest in the Deschutes Land Trust!

**Compensation:** \$32,000-37,600 depending on experience, plus generous benefits.

**What’s Important to Us:**

**Our Mission:** We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

**Our Values:** Integrity, Diversity, Quality, Collaboration, Adaptability.

**Our Vision:** We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

- With the population of Central Oregon continuing to grow and our climate rapidly warming, we protect the rivers, forests, canyons, meadows, and agricultural lands that Central Oregon will need to thrive for generations to come.
- We conserve lands that are strong and adaptable to the changing climate and that sustain functioning natural systems, abundant native plants and animals, clean air and water, and healthy local communities.
- All people have an opportunity to meaningfully connect with this place, so that together we can build an interconnected community of people committed to protecting and caring for the lands we all love.

**What we offer:**

The Deschutes Land Trust offers competitive salary and benefits to full-time staff. This includes health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 11 paid holidays annually. The Land Trust offers a flexible work location where employees may work in the office or remotely depending on the requirements of the position.

*The Deschutes Land Trust is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin.* **More Information:**

[www.deschuteslandtrust.org](http://www.deschuteslandtrust.org)