



## Deschutes Land Trust Job Posting

**The Deschutes Land Trust is seeking a Community Engagement 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 18,700 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 Community Engagement Associate provides core support for Deschutes Land Trust community engagement activities. This includes assisting with the production and distribution of core communications material (print and digital), implementing social media content and strategies, representing the Land Trust at community events, and providing event registration and support for Land Trust events. The Community Engagement Associate reports to the Community Engagement 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 strategies and campaigns to increase community engagement and visibility for the Land Trust. This includes organizing on master editorial calendar, then creating, sharing, and moderating branded content (text, images, video) across a variety of social media channels and tracking ROI.
- Curate and organize the Land Trust's digital photo library.
- Complete other duties as assigned.

#### **Event Support**

- Set up events on our online registration system and on our website.
- Manage day-to-day registration for more than 100 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 and list reconciliation for Community Engagement programs and events.
- Attend and provide support for community engagement activities and events, including evenings and weekends.
- Work with volunteers on Community Engagement team projects.
- Provide other support to Community Engagement team as needed.

### **What You Need:**

- **Communication Skills:** At least three 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, and communication skills.
- **Conservation Commitment:** Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
- **Diversity, Equity, and Inclusion Commitment:** Commitment to applying diversity, equity, and inclusion principles and practices within an organization to your work. Commitment to fostering an inclusive Land Trust community, where people of all identities are represented and feel welcome.
- **Organization Skills:** Excellent organizational skills, including attention to detail, time-management skills, and the ability to create efficiencies. Strong ability to set priorities and meet deadlines to complete projects efficiently and effectively while handling multiple priorities.
- **Technology Skills:** Strong grasp of current office computer applications, Google Suite, and social media platforms. Experience with web-based content management systems (Eventbrite, Constant Contact) and design-based programs (Adobe Bridge, Photoshop, InDesign, Canva).

### **How to Apply**

Applications due July 10, 2023. 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 "Community Engagement 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:** \$42,000-52,000 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 within Central Oregon 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)