



Job Opportunity: Communications & Programs Coordinator

Position Overview

The Communications & Programs Coordinator will play a key role in advancing the mission of Orleans Conservation Trust, overseeing a variety of educational programs, outreach efforts, and events. The role involves coordinating and managing OCT's public programs and communications to advance our community visibility and standing. The successful candidate will report to the Executive Director and will work closely with staff and committees to design, promote, and execute creative and well-organized programs that engage and educate Orleans community members of all ages to develop broad community support for OCT. This role will have daily interactions with the public and will need to effectively communicate OCT's mission and work to diverse stakeholders. The Communications & Programs Coordinator will work from OCT's office at 203 South Orleans Road, Orleans, MA 02653. Limited remote work may be accommodated on an as needed basis. This is a full-time, exempt position. Willingness and availability to work occasional evenings and weekends required.

Orleans Conservation Trust Background:

OCT is a private nonprofit land trust, founded in 1970. Our mission is to protect and restore natural lands — for people and wildlife, the health of our waters, and the character of our community. The Trust acquires and manages land to enhance habitat, provides opportunities for learning and for enjoying nature, promotes sound conservation practices, and works with landowners who wish to conserve property. We host frequent guided walks and other educational activities, and we maintain several trails and access points on OCT properties.

Our ideal candidate will have:

- Passion for environmental protection
- Bachelor's degree in communications, education, environmental studies, or a related field; or equivalent work experience
- Strong interpersonal skills and experience working with the public
- Clear and persuasive written and verbal communication skills (experience with email marketing, newsletters, business-oriented social media, press releases, and/or public speaking are a plus)
- At least three years of relevant work experience in an office setting
- Self-starter, creative attitude and a drive to innovate and improve
- Attention to detail and excellent organizational skills
- Demonstrated good judgement and ability to manage multiple tasks to meet deadlines
- Experience in using a variety of computer programs, including:
 - o Microsoft Office (especially Word and Excel)
 - o Email marketing tools (e.g., Constant Contact, Mailchimp)
 - o Website design and maintenance (e.g., Wordpress)
 - o Event registration and donation software
 - o Graphic design tools (e.g., Canva)

Responsibilities include but are not limited to:

Program Management:

- Organize and follow up on OCT's guided walks and educational activities, including working with the Executive Director and appropriate committees to determine program content; track attendance and program success
- Manage OCT's environmental education grants program and additional education programs and partnerships in collaboration with the Education Committee, to engage children and families
- Develop volunteer support for OCT's outreach and education programs in coordination with OCT's land stewardship focused volunteer programs

Communications and Marketing:

- Publicize OCT programs and events through various channels
- Generate and distribute press releases in collaboration with the Executive Director and committees
- Manage creation and distribution of OCT's mass email communications
- Manage the preparation and production of OCT's seasonal Spring and Fall newsletters and other marketing materials with support from contractors, and in collaboration with the Communications & Marketing Committee
- Manage OCT's website and social media accounts to keep current and professional

Events and Community Engagement:

- Plan, coordinate, and manage OCT events (e.g. Annual Meeting, volunteer appreciation events) and coordinate OCT's participation in other strategically selected community events, including staffing such events as needed
- Explore and evaluate partnership opportunities to leverage OCT's impact
- Develop relationships with donors, volunteers, and other community groups to enhance OCT's standing in the community

Compensation: Salary range is \$52,000-\$64,000, commensurate with experience. OCT provides a generous benefits package, including vacation, personal, and sick time, health insurance, retirement benefits, and short- and long-term disability and life insurance coverage. OCT also offers full-time staff the opportunity to work a compressed work week (four-day work week).

To Apply: Submit a cover letter summarizing your relevant professional experience, a writing sample, and a resume to stephen.ograde@orleansconservationtrust.org with the subject "Communications & Programs Coordinator." Thank you for your interest!

OCT is an Equal Opportunity Employer and strives to sustain and strengthen an inclusive and equitable working and learning environment for all staff, volunteers, and visitors. We embrace diversity as we believe exposure to a variety of perspectives enables us to confront and overcome the challenges of today's world.