



*Changing lives through land conservation by connecting people to place, forever.*

**Are you passionate about land and community? Do you want to have an impact on the world and explore career options that put your skills to work? Do you enjoy using graphic design, technology, storytelling, and social media to influence change?**

**The Montezuma Land Conservancy (MLC) is hiring a Communications and Marketing Fellow to join our dynamic, fun, and caring team.** MLC is locally led non-profit conservation organization located in Southwest Colorado working to change lives through land conservation, protect important lands in our community, and connect people to place and one another. Since 1998, MLC has helped to conserve over 46,000 acres of land throughout our community and is developing unique, innovative community engagement programs alongside our local, statewide, and national partners.

**We seek a motivated, creative, and passionate person to join our small team with a big vision.** This position will help our organization better connect to our community and members, run our social media and outreach, and be involved in creative story telling projects. **This is a full-time position, with benefits** funded by a grant from Great Outdoors Colorado (GOCO) through August of 2023, and will include shared learning and networking opportunities organized by GOCO to connect the fellow to other fellows and organizations across the state.

**Primary Duties & Responsibilities:**

- Work alongside MLC staff to support communication and outreach for community engagement programs and conservation projects.
- Lead MLC's social media (Facebook and Instagram) and e-news outreach.
- Support MLC's new website buildout and maintenance.
- Oversee MLC's printed newsletter content development.
- Develop community outreach materials to share MLC's stories of success for programs and conservation efforts.
- Manage press releases and media outreach for events and grant announcements.
- Assist in business member outreach and MLC's donor relations.
- Manage and track donation and membership data and outreach
- Work with MLC staff and consultants to develop outreach and communications calendar.
- Make sure MLC's outreach is available and accessible to a broad diversity of community members.
- Support events and outreach efforts.
- Other tasks as needed or identified.

### **Minimum Qualifications**

- College degree with an emphasis in Marketing or, 2+ years of work experience in communications, marketing, or design, as well as project management experience, with demonstrated critical thinking skills.
- Proven track record in clear communication, both written and verbal.
- Comfortable working with the Microsoft Office Suite software such as Outlook, Excel, and Teams preferred.
- Graphic design experience (example: adobe photoshop, InDesign, or similar) preferred.
- Speaks multiple languages, preferred.

### **Skills and Attributes Desired**

- Creative thinker with a self-driven work ethic.
- Commitment to and enthusiasm for land conservation and community engagement.
- Value for a team oriented work environment.
- Passion for communicating story to a diverse audience.
- Ability to build key relationships.
- Attention to detail and organizational skills.
- Strong critical thinking skills.

### **Structure and Compensation**

- This is a grant funded position with secured funding through August 2023
- This is a full-time position with a wage of \$20.00 per hour.
- Flexible work hours with some options for occasional remote work. (Please note there will be some weekend and evening hours required for events and this position requires an in office presence.)
- MLC offers a competitive compensation package including the opportunity to participate in an Individual Health Coverage Reimbursement Account (ICHRA) often resulting in little-to-no out of pocket costs for individual coverage, 20 days of paid vacation, 10 days of paid sick leave, 11 paid holidays, professional development, and a Simple IRA with 3% matching retirement plan.

**To apply, please send the following information to [travis@montezumaland.org](mailto:travis@montezumaland.org) by 5pm Friday, May 20<sup>th</sup>.**

- Please email a cover letter and let us know where you learned about this position.
- Resume.
- Three professional references with contact information; please list at least one supervisor reference.

Montezuma Land Conservancy reserves the right to close the position prior to the above date.

Montezuma Land Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or other protected status. Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community are encouraged to apply for this role. For information about MLC, please visit our website at <https://montezumaland.org>