



GENERAL INFORMATION

Position Title: Associate, Communications
Position Type: Full-time salaried
Office: ACT-US
Duty Station: Arlington, VA
Date: Creation Review – 2022

ABOUT THE ORGANIZATION

The **Amazon Conservation Team (ACT)** is a nonprofit organization founded in 1996. The mission of ACT is to partner with indigenous and other local communities to protect tropical forest and strengthen traditional culture. ACT has presence in Brazil, Colombia and Suriname.

Specifically, ACT seeks to steadily increase the number of local communities in the Amazon who are able to monitor, sustainably manage and protect their traditional forestlands and significantly increase the area of Amazonian rainforest with improved protection. ACT's strategic approach to conservation, focusing on sustainable land management and protection, secure and sustainable livelihoods, and strengthen community governance and culture, supports our vision for the Amazon and provides a clear, unified and long-term direction for how our organization operates.

ACT's headquarters is located in Arlington, Virginia.

POSITION SUMMARY

The Associate, Communications is a key member of the Communications team. The Associate, Communications is responsible for providing support for a wide range of communications activities of the ACT-US team, primarily serving as the point person for the creation and dissemination of communications content and materials, in addition to supporting the implementation of the ACT communications strategy.

RESPONSIBILITIES

- Creating, curating, and uploading content for ACT's website and social media platforms (e.g., Facebook, Twitter, LinkedIn, YouTube, Instagram, blogs)
- Developing, curating, editing, updating and coordinating content for organizational collateral materials, including online and printed
- Assisting in the planning and implementation of cohesive branded ACT communications campaigns that align with our mission, vision, values, stories of impact, and key messages.
- Assistance with all activities relating to the creation and promotion of podcasts, including production logistics, production, script development, and the creation of promotional materials for social media
- Maintaining internal and external communications editorial calendars
- Maintaining organizational audiovisual library/photo archives
- Conducting research and gathering stories (through reports or interviews) from program staff for use in all communications products (internal & external) for blogs or written website pieces and emails
- Working in collaboration with ACT branch office communications staff to create cohesive communications materials that follow ACT-Wide branding and communications guidelines
- As requested, conducting research, drafting fact sheets or writing papers on a variety of subjects related to ACT's conservation strategies

- As requested, collecting and assessing data and analytics across a variety of digital platforms

REPORTS TO

- **Reports to:** Coordinator, Communications
- **Collaborates with:** President, development team, communications staff and leadership of ACT branch offices
- **Supervises:** This position currently has no supervisory responsibilities.

REQUIRED EDUCATION AND EXPERIENCE

Qualifications

- Bachelor's degree in communications, journalism, marketing or a related field (essential)
- Three to five years of practical experience in communications, or a related field, ideally within the nonprofit sector
- Excellent written English, with strong editing and researching skill
- Experience with social media copywriting, web copywriting, and online visual content curation
- Experience with administration and coordination of content for organizational social media accounts (Facebook, Twitter, Instagram, Carrd, LinkedIn, Hootsuite, etc.)
- Experience with Adobe Creative Suite (video, and photo editing, graphic design, etc.), Canva and MailChimp
- Experience with setting up and running Zoom and Zoom Webinar meetings
- Experience with digital video cameras, microphones, audio recording devices, and lighting kits
- Proficiency-level Spanish and/or Portuguese (written and spoken)
- Familiarity with Microsoft Office 365 environment
- Must be at least 21 years of age
- Must be legally authorized to work in the U.S. without sponsorship
- Must be able to pass a criminal background check

Competencies

- Demonstrated ability to multitask with acute attention to detail; excellent organizational and administrative skills
- Ability to work independently and effectively under pressure in a rapidly changing professional environment, with the ability to not lose sight of strategic priorities
- Ability to work in a multicultural, multi-ethnic environment with respect for diversity
- Diplomacy and good interpersonal skills
- Excellent verbal and interpersonal communication skills

PHYSICAL REQUIREMENTS

- This position will be working in a typical office setting, with no extremes in temperature or lighting.
- Domestic and international travel may be required.
- Applicants should be able to work with equipment typically found in an office and should be able to perform the essential functions of the job, with or without accommodation.

DISCLAIMERS

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. The preceding job description is not designed to cover or contain a comprehensive listing of activities, duties, qualifications, and responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Amazon Conservation Team is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender identity, gender expression, sexual orientation, age, national origin or disabilities.

COMPENSATION

The organization offers an excellent benefits package and a salary that is commensurate with education and related work experience. This position is eligible for all benefits offered to regular employees.

APPLICATION DEADLINE

- May 31, 2022.

APPLICATION PROCEDURES

- Applicant must be legally authorized to work in the United States without sponsorship.
- Please email cover letter and resume to careers@amazonteam.org; use "Communications Associate" in the subject line.