



## **Brewster Conservation Trust is hiring a Communications and Outreach Coordinator**

The Brewster Conservation Trust (BCT) is seeking a highly motivated individual to fill its new Communications and Outreach Coordinator position. Founded in 1983, BCT's mission is to preserve open space, natural resources, and the rural character of Brewster and to promote a conservation ethic. The Trust acquires land by gift or purchase, helps landowners restrict development of their property, and partners with the Town of Brewster and other organizations to encourage sound conservation practices.

### **Position Overview**

The Communications and Outreach Coordinator is responsible for overseeing external communications related to mission, programming, and fundraising, and to organize and implement outreach programming and events. The position is office based and involves attendance at meetings and some evening and weekend commitments. This position reports to the Executive Director but works closely with the Chair of the Communications Committee and the Brewster Conservation Trust Board of Trustees, through its President.

### **Key Responsibilities Include:**

- Manage the BCT e-news, sending out periodic announcements and topic information as needed
- Prepare press releases about key BCT land purchases, activities, and events, including Brewster Conservation Day
- Manage and maintain BCT website and Social Media accounts
- Lead and oversee the implementation of BCD
- Organize and coordinate outreach and education activities, including walks, talks, and participation in community events.
- Prepare and coordinate the development of other topical materials for local media (e.g. opinion pieces)
- Participate in and take minutes for Communication Committee meetings
- Contribute to the bi-annual BCT newsletter, and oversee newsletter production
- Develop ideas and make proposals to the Communications Committee for new communications tools; facilitate implementation of all approved proposals
- Organize the BCT annual meeting, including venue selection and reservations, membership announcements, and logistics
- Serve as project coordinator for Land Stewardship displays (kiosks) and print materials (trail guides)
- Draft materials for fundraising, including writing grants
- Attend board meetings, committee meetings and staff meetings and other meetings as requested.

Note: Position requires occasional designated time on weekends and evenings.

**Qualifications and Experiences:**

- Demonstrated ability to write engaging materials for print and social media venues
- Demonstrated knowledge of and experience with managing social media for communications
- Proficiency and working knowledge of Microsoft Office and web software (WordPress)
- Experience working in volunteer organization and with volunteers
- Strong organizational skills with the ability to manage multiple projects
- Ability to work effectively with others and independently
- Knowledge of and passion for land preservation is a plus
- Experience writing grant proposal and fundraising materials is a plus
- Knowledge of Brewster and Lower Cape community is a plus.

**Compensation and Benefits:**

This is a parttime position (20 hours per week) offering a competitive salary (commensurate with experience) and benefits.

**To Apply:** Please submit a single pdf with your cover letter, resume and list of three references to Amy Henderson, Executive Director at [amy@brewsterconservationtrust.org](mailto:amy@brewsterconservationtrust.org).

**Deadline:** January 18, 2023. Resumes will be reviewed on a rolling basis.

Brewster Conservation Trust is an Equal Opportunity Employer