



JOB ANNOUNCEMENT: Coexistence Program and Communications Coordinator

People and Carnivores (P&C) protects, reconnects, and restores large carnivore populations by working with the region's people to prevent human-carnivore conflicts. We are seeking a part-time Coexistence Program and Communications team member to help expand our program work and our reach. Please see the job description below and peopleandcarnivores.org for more information.

General description of position

The Program & Comms Coordinator will work to leverage People and Carnivores' conflict prevention field work in western Montana and expand our other (non-field) program work to help keep large carnivores alive and moving in and throughout the Northern Rockies. This includes two primary responsibility areas: (1) To develop and carry out, with other staff, various initiatives and activities to support and advance our program objectives, such as program/business partnerships, coexistence-related policy initiatives, community outreach, project assessments and research initiatives, and other non-field projects that support our conservation goals; and (2) To develop and manage print and digital communications in support of P&C's work, including all social media platforms and activities, outreach materials, our video production and other content development, media/press opportunities, etc.

- Type:** This is an office-based and not a field-based position (but will involve some travel)
- Reports to:** Executive Director
- Date:** March/April 2022
- Status:** Exempt, salaried
- Commitment:** Part-time, 20 hours/week to start, negotiable, opportunity to expand, especially if interested in additional related activities/functions
- Compensation:** Range \$20-26/hr., depending on experience, location, and other factors. Benefits would attach if position involves at least 24 hours/week (PTO, health and retirement plans)
- Location:** West-central Montana, for access to both SW and NW Montana (Bozeman is possible for the right person, though generally not preferred)
- Supervisory:** No

The successful candidate will have:

- Minimum of a Bachelor's Degree
- General knowledge about large carnivores and conflict prevention/coexistence
- Experience in communications or marketing and messaging
- A minimum basic competency using the popular social media programs
- Other digital media experience would be a plus, such as video development/editing and light graphic design
- Experience in nonprofit work or the conservation profession would be a plus
- Strong writing skills and strategic messaging skills, ability to articulate and catalyze interest
- A home office and reliable vehicle
- A flexible work schedule.

How to apply

Email a cover letter and resume to Lisa at lupson@peopleandcarnivores.org. **Please, no phone calls.** We will integrate writing/media samples into the process after initial review. We will review applications and interview qualified candidates on a rolling basis and may hire for the position at any time, so we encourage early application. Thank you.

Job Description

Functional Responsibilities

Program Development/Project Management

- Coordinate and help conduct conflict assessments and create corresponding materials reflecting priority conflict prevention areas, and/or social mapping surveys related to potential projects
- Support field projects with coordination and media/communications development
- Develop new non-field program initiatives and conflict prevention campaigns, new field partnership/project concepts, work with staff to implement
- Support/Participate in bear safety/conflict prevention initiatives and program development
- Develop and manage partnerships with businesses related to field tools and campaigns
- Work with field staff to develop best practices and associated knowledge transfer tools/methods
- Develop program and project evaluation methods and data capture and analysis
- Keep abreast of relevant policy initiatives and recommend/develop appropriate involvement, including comments, meetings, etc.
- Keep abreast of and review relevant research and science and related field project and implementation level applications
- Serve as P&C liaison and coordinator in program/project collaborations
- Help organize and participate in educational and collaboration events, such as meetings and field workshops
- Other program work and projects as developed and needed, including participation in needed fundraising activities and coordinating with other staff working on program/projects

Communications/Outreach

- Lead communications development for programs: digital platforms, supporter outreach, event promotions, presentations, manuals, program outreach materials
- Manage all social media and digital communications
- Lead development of content development, video template, creation of new short tool/project videos as well as new short films; develop and implement distribution plans where appropriate
- Work with field staff to develop additional ways to tap into their local networks to advance conversations about living with large carnivores (digital and in-person)
- Develop new ways to promote conflict prevention and coexistence
- Work with staff on communications plan and strategic messaging for external communications
- Manage images and videos library
- Manage relationship with graphic artists and printers/mail vendors relative to program outreach
- Develop/manage media/press opportunities about P&C's program work and participate in elevating regional and national interest in P&C and carnivore conflict prevention

Characteristic and Competency Requirements

Consistently demonstrates:

- Exhibit professionalism and integrity
- Set and meet deadlines, work efficiently and with high standards
- Strong follow through, keeping agreements
- Respond promptly in staff and other professional communications
- Demonstrate strategic, evaluative, and creative thinking
- Maintain a naturally proactive and communicative work ethic and style
- Prioritize positive working relationships, including giving timely feedback and asking for what is needed

- Respond to feedback with openness, curiosity, and learning
- Hold sensitive and proprietary information in confidence

Other Requirements

- Occasional evening and weekend work (requires some flexibility in schedule)
- Occasional travel
- Home office (unless in Bozeman area)
- Regular monitoring of communications (email, etc.)

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