Outreach Specialist Job Announcement - Fall 2022

Field Projects international (FPI) is a 501c(3) nonprofit organization based in California that facilitates conservation and wildlife research and provides educational opportunities at international locations. FPI currently seeks to fill a part-time **Outreach Specialist** position (approximately 20 hr/week). Applicants for this position should have communications and/or marketing experience to help promote FPI's mission and activities. The ideal candidate will have excellent grammar and written communication skills and should demonstrate in-depth experience in website content management and the use of a variety of social media platforms to raise awareness for an organization, group, or cause. A background and interest in the fields of photography, videography, biology, education, research, or conservation are a plus.

Job functions will include, but are not limited to:

- Organizational media management, including photograph and video content creation, video and photograph editing, and blog/post writing
- Maintaining correspondence with FPI followers on Instagram, Facebook, Twitter, etc.
- Updating and improving organizational websites
- Generating newsletters for program promotion
- Summarizing scientific information.

Working hours will be flexible, but must generally adhere to US Pacific Standard Time. Work will be conducted remotely, however strong preference will be given to candidates based in California. Candidates should have an appropriate home office, or other space that they can reliably access, with their own computer and adequate internet coverage. Aside from experience with the above functions, FPI has a preference for candidates that meet the following criteria:

- Strong oral and written communication skills
- Professional organization and productivity skills (especially with experience using platforms such as Asana, Slack, Google Suite, Quip, etc.)
- An interest in FPI's mission
- Willingness to learn
- Consistent punctuality and a goal-oriented outlook.

FPI is led by a small but dedicated team that is willing to put in hard work as the situation demands it to achieve our scientific, conservation, and educational aims. How do we more effectively survey forests and wildlife in areas with increasing anthropogenic disturbance? How do we better equip and engage local stakeholders to combat forest loss, habitat degradation, and monitor for threatened species? How do we get international communities to notice and care about habitat loss that is a world away? The person who joins our team will gain a great deal of experience on these topics, while also providing vital support to the organization.

Qualified applicants should complete [this online application form](#), which asks for PDFs of your resume, cover letter, and two writing samples. You will also be asked for two professional references.

In your cover letter please be sure to address the following:
- Describe your experience producing and/or managing digital and social media content in a professional setting, including the duration of experience and type of organization for which you performed work.
- Share how your background and interests align with FPI's mission.

For your writing samples, we request that you please prioritize sharing pieces that illustrate your experience creating digital content that is intended for a broad audience rather than academic reports.

Application URL: https://fieldprojects.org/administrative-assistant-application/

Competitive compensation will be hourly and commensurate with experience level. Please note, this is a **part-time** position that does not offer employee benefits.

Field Projects International is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws