



POSITION SUMMARY

The Wallkill Valley Land Trust (WVLT) seeks a Communications Associate to join our team. This individual will support the WVLT and the Executive Director in carrying out the mission of the organization by assisting with the internal/ external communication and outreach activities to maximize our accessibility and community engagement. This part-time position will work primarily at WVLT's New Paltz office, remote work is possible.

Job Position: Communications Associate

Job Status: Part-time non-exempt position (20 hours, not to exceed 32 hours a week)

Reports to: Executive Director

Responsibilities include but are limited to:

1. General public and organization supporter interaction:
 - general inquiries from emails and phone messages;
 - trail damage reports;
 - volunteer inquiry/ interest/ coordination;
 - internship requests.
2. Donor Database management:
 - continue existing donor database;
 - upload new donor information and changes;
 - produce reports.
3. Digital platforms management:
 - managing WVLT's brand identity and marketing campaigns;
 - updating website as needed;
 - format monthly email newsletter and other email communications;
 - support current social media channels;
 - expand WVLT's virtual programming (video).
4. Print material assistance:
 - maintain WVLT's brand identity;
 - format appeals letters, newsletters, outreach items;
 - support direct mailing campaigns.

Skills:

- Must be organized and have attention to detail;
- Works well with others, team player, good communicator;
- Ability to work effectively with either specific instruction or little supervision;

- Ability to manage time, meet deadlines;
- Familiarity with protocols in handling confidential information.

Requirements:

- Associate's degree required, Bachelor's degree preferred;
- Driver's license and a vehicle;
- Proficient in Microsoft Office Suite, Google Suite, MailChimp, and Wordpress;
- Working knowledge with Adobe Creative Suite preferred, specifically InDesign;
- Knowledge of Ulster County preferred;
- Experience with donor databases, Bloomerang preferred;
- Availability Monday through Friday a minimum of 10 hours a week, and some potential weekend and evenings (remotely).

The Wallkill Valley Land Trust is an Equal Opportunity Employer encouraging culturally diverse candidates to apply.

ABOUT THE WALLKILL VALLEY LAND TRUST

The mission of the Wallkill Valley Land Trust (WVLT) is to enhance the quality of life in Ulster County by conserving lands of scenic, agricultural, ecological, recreational, and cultural significance.

Whether you are looking down on the valley from the Shawangunk Ridge or up at the mountains, the trails, farms, and open space you see is protected by the work the WVLT does every day. WVLT stewards over 3,000 acres of land, including 41 conservation easements and several public areas.

We partner with other local organizations to:

- **Support healthy communities** by providing open space for recreation, corridors for biodiversity, and protection of natural resources such as clean drinking water, healthy soil, and clean air.
- **Permanently protect the land** from future development for the benefit of present and future generations.
- **Create connections with the land** by helping people discover new ways that land is meaningful to them.
- **Preserve a way of life** by protecting the valuable assets that make our region a great place to live, work and visit.

WVLT works with landowners to secure conservation easements in order to permanently protect their land from future development for the benefit of present and future generations. We connect our community to the land by providing access to open space, including the Wallkill Valley Rail Trail, educating the community on the importance of conservation, and engaging them in caring for the land we protect.

www.WallkillValleylt.org