

Job Announcement
Vermont Coverts: Woodlands for Wildlife
Outreach Specialist – Part Time (32 hrs/week)

Vermont Coverts: Woodlands for Wildlife (Coverts) is a statewide non-profit that works to educate and connect landowners and others about forest stewardship and wildlife management, promoting stewardship practices that ensure healthy forests and diverse wildlife habitats.

The Outreach Specialist will help to further the Coverts mission by engaging with Cooperators, state and private experts, local community resources and landowners to further build our active peer-to-peer network. The focus will be on educational programming, individual outreach, social media, and administrative support.

Coverts is based in Vergennes, Vermont, but there is some flexibility allowing the selected candidate to work a hybrid schedule with the ability to meet at intervals at the office.

Responsibilities and Duties

The position is designed to provide outreach to landowners and the public on forest stewardship, wildlife management and other conservation related topics. Tasks may vary depending on interest and funding but will include:

- Planning, executing, and evaluating educational programs both in-person and online
- Designing, editing, and updating informational materials
- Grant administration and tracking
- Updating the Vermont Coverts website and planning and preparing social media content
- General administrative duties (data entry, mailings, etc..)

Position Requirements

Bachelor's degree in wildlife, forestry, environmental studies, environmental education, natural resources, or a related discipline

Strong writing, communication, and community relations skills, including public speaking

An ability to work closely with others and independently

Some weekend work is required

Must have a personal vehicle and valid driver's license, mileage reimbursed

Technical skills such as use of Canva, Weebly, and social media management platforms desirable but not required

Compensation and Benefits: This position is part-time, 32 hours a week. Pay range \$20 - \$23 per hour commensurate with experience and includes paid holidays and time off.

How to Apply

Please send a resume and letter of interest via e-mail to Lisa Sausville (lisa@vtcoverts.org) by January 25, 2023.