



ADIRONDACK CENTER FOR LOON CONSERVATION COMMUNICATIONS-EDUCATION COORDINATOR POSITION POSTING MARCH, 2023

The Adirondack Center for Loon Conservation, a dynamic nonprofit conservation organization based in Saranac Lake, NY, is seeking a highly motivated, experienced, and detail-oriented full-time Communications-Education Coordinator to join our enthusiastic team. The ACLC's Communications-Education Coordinator will be responsible for developing, implementing, maintaining, and overseeing the ACLC's communication and educational activities, as well as coordinating the ACLC's interns and volunteers.

Our ideal candidate will have a deep passion for the mission of the Adirondack Center for Loon Conservation, enthusiasm for communicating science, and greatly enjoy interacting with people of all ages. Additionally, our future Communications-Education Coordinator should be friendly, social, outgoing, positive, passionate, cool under pressure, detail and deadline oriented, a quick learner, multi-tasker, have a great sense of humor, and willing to do what needs to be done to make things happen. If you are happy to leap in and get your hands dirty, and don't know the meaning of "not my job," then we are looking for you!

QUALIFICATIONS:

- Bachelor's Degree
- Minimum of two years' experience in written and online communications, and in environmental education and/or interpretation, including experience in:
 - Brochure and report preparation
 - Graphic design
 - Photo and video editing
 - Website content maintenance; and
 - Formulation and implementation of environmental educational programs
- Ability to interact with a variety of people
- Strong writing and public speaking skills
- Competency in computer applications, including all Microsoft Office products and photo and video editing software
- Strong dedication to wildlife conservation
- Familiarity with New York's Adirondack Park
- A valid driver's license and access to personal transportation (with proof of insurance) for occasional work-related travel

Note: Some travel and the flexibility to work occasional evenings and weekends for ACLC events will be required, particularly during the summer. A working knowledge of paddling, either a kayak or a canoe, is a plus for occasional outreach programs

SALARY: \$45,000-\$50,000 commensurate with experience. Health, vacation, and retirement benefits included.

TO APPLY: Please send a cover letter detailing your qualifications, your resume, and three references to info@adkloon.org before April 30, 2023.

START DATE: May, 2023, or when position is filled

The Adirondack Center for Loon Conservation is an equal opportunity employer. The Adirondack Center for Loon Conservation provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, age, religion, gender, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.