

Title: Program Associate – Rural Voices for Conservation Coalition
Status: 1-year (option to extend contingent on funding), Full-Time, Hourly
Location: Portland, OR (preferred but flexible)
Reports To: RVCC Director, and works closely with RVCC Program Manager

About Rural Voices for Conservation Coalition

Rural Voices for Conservation Coalition ([RVCC, http://www.ruralvoicescoalition.org](http://www.ruralvoicescoalition.org)) is an innovative coalition of community-based organizations, conservation groups, businesses, agency personnel and citizens working together to promote healthy landscapes and vibrant rural communities throughout the West. RVCC's mission is to develop an engaged and diverse network of community leaders who advance policy practices that align public and private land stewardship with community well-being and economic development. Our core strategies include advocating for inclusion of rural community interests in natural resource policies; developing stories of success to solidify commitment to collaborative conservation; and designing opportunities for practitioners to learn from each other to accelerate progress.

RVCC was founded in 2001 to provide a collective voice representing community interests and expertise in natural resource policies. In today's national climate of partisanship, RVCC is a rare coalition building bridges that span the partisan divide by working together toward enduring solutions for communities and the environment. We place a priority on ensuring that rural voices and viewpoints are represented in natural resource policies and community development, and believe that working in partnership with land management agencies, providing pragmatic and solution-oriented approaches, creates significant opportunities to improve the efficiency and effectiveness of government.

RVCC includes over 80 partners, a full-time staff of two, and flexible contracts with specialists as needed. The growing Coalition works closely with collaborators from academic institutions, federal agencies, and other non-profits. RVCC's lean staff is directed by, and works closely with, a [Leadership Team](#) of community-based organizations from eight Western states. Participants in the Coalition include regional and national organizations, community-based natural resource advocates, conservationists, business owners, contractors, elected county officials, landowners, and state and federal government representatives. RVCC is fiscally administered by [Wallowa Resources](#), a community-based 501(c)3 nonprofit based in Enterprise, Oregon.

Position Description

The Program Associate supports all aspects of the Coalition's strategic plan - centered on issues of rural community health, environmental restoration, and economic development. A core focus of this position is to lead and develop RVCC's storytelling strategy. The position will work with RVCC Leadership Team members to develop a coordinated communications and storytelling approach that shares successes of community efforts with a broader audience, helps communicate RVCC products and events, and provides continuity of design for RVCC efforts.

Because the staff team is lean, our responsiveness relies upon adaptive, can-do energy, and high levels of motivation and initiative. It is essential that the Program Associate is able to forge strong relationships with partners (often remotely), take on and manage a portion of the RVCC portfolio, and

act as a colleague in leading the Coalition in partnership with the RVCC Director and Program Manager. Working in a small team also provides the opportunity to see all aspects of the organization, from development to policy work, providing many learning opportunities and exposure to a variety of nonprofit work.

Job Duties

- Develop and lead RVCC's storytelling strategy. This includes:
 - Creating key messages and stories that elevate the visibility and identity of the Coalition
 - Developing and leading outreach strategies (such as monthly newsletters) to engage and inform participants, policy makers, and partners
 - Creating products (i.e. best practices or case studies) that elevate innovations in land stewardship and community development, while drawing out policy lessons.
 - Building relationships with Coalition participants to identify storytelling opportunities
 - Supporting the development of a Rural Opportunity speaker series
 - Managing RVCC's website and other digital platforms
 - Designing products such as reports, guidebooks, and Issue Papers
- Support Wallowa Resources and RVCC Leadership Team members in developing content for a multimedia storytelling platform by conducting outreach to forest collaborative groups to help them learn to use this product.
- Work with Coalition Director, Program Manager, and the RVCC Leadership Team on overall strategies and tactics for advancing the Coalition's mission, including but not limited to:
 - Participating in RVCC working groups
 - Contributing to strategic response tools, such as Issue Papers
 - Attending partner led workshops and events focused on areas of mutual interest
- Support Director and Program Manager in designing and organizing RVCC events such as the Annual Meeting, Western Week in DC, and peer learning exchanges.
- Other duties as needed and assigned, including administrative tasks and support

Preferred Qualifications

- Energetic, organized, self-driven leader
- Excellent communication and writing skills.
- Ability to effectively communicate with various audiences, including elected officials, legislative staff, partners, and funders.
- Knowledge of community based natural resource management, collaborative conservation approaches and rural community development. Experience working in Western rural communities preferred.
- Ability to work effectively with many people, often remotely, and manage several projects and tasks at once.
- Ability to sense for new opportunities, bring new ideas, and think critically and strategically.
- Bachelor's degree in communications, natural resources, environmental studies, public policy, or related field.
- Ability to work in a small team, be flexible, responsive, and adaptive to changing circumstances.

- Experience designing professional products using Adobe InDesign, working knowledge of Adobe Photoshop and Illustrator a plus. Experience using Squarespace, Mailchimp, Eventbrite and other platforms.

Special Considerations and Restrictions

The Program Associate must have the ability to work a flexible schedule, including occasional after-hours and weekends, as needed to attend events and meetings. We also recognize the importance of work-life balance for health and happiness.

Time: Full-time (40 hours/week)

Salary: \$17-22/hour depending on experience

TO APPLY: Submit a cover letter, resume, writing sample, and example of a product, webpage or other communications tool you created to rvcc@wallowaresources.org by 5pm Pacific, Monday, July 30, 2018.