



Alaska CONSERVATION FOUNDATION

Job Title: Communications Specialist

Reports to: Director of Communications and Storytelling

FLSA Status: Full-time, Non-Exempt

Salary: \$55,000 to \$60,000 per year, depending on experience

To apply: Send a resume and cover letter to acfjobs@alaskaconservation.org with the subject line “Communications Specialist”. Position is open until filled.

BACKGROUND

Alaska Conservation Foundation protects Alaska’s public lands and waters and builds resilience to climate change by supporting grassroots advocacy, leading collaborative climate change adaptation efforts, and continuing to strengthen Alaska’s conservation movement. Alaska Conservation Foundation is seeking a dedicated individual to support the broad work of the organization through communications and event support, with a focus on initiatives including the [Northern Latitudes Partnerships](#). These partnerships represent a diverse group of government agencies, Tribes, Indigenous organizations, nonprofits, and research institutions collaborating to build resilience with and for communities; and promote better stewardship of lands and waters across geographic, ideological, and disciplinary borders.

JOB SUMMARY

The Communications Specialist is supervised by the Director of Communications and Storytelling, working collaboratively with other Alaska Conservation Foundation staff and a diverse network of partners to advance stewardship of lands, waters, fish and wildlife and the sustainability of the life ways they support in Alaska. This position implements communications strategies, and assists with events and other work to help grow, engage and better understand our broad audience and base of partners.

DUTIES AND RESPONSIBILITIES

- Work collaboratively with Director of Communications and Storytelling and staff to design, create, and coordinate promotional materials with programs and partners, including newsletters, social media, one-pagers, videos and other media projects

- Coordinate with Alaska Conservation Foundation staff on regularly reporting the results of our various initiatives and grantmaking to our organization's leadership, partners, and funders
- Assist with website content creation and regular updates to websites
- Maintain Alaska Conservation Foundation and Northern Latitudes Partnership and their partners' social channels and support with paid social efforts
- Proofread and edit materials to ensure communications remain accurate and consistent
- Regularly attend meetings, dialogues, and strategy sessions with co-workers and partners
- Support program staff in planning and organizing meetings, dialogues, and strategy sessions
- Ensure communication lists and directories remain up to date
- Assist with planning and coordinating events
- Support grant management and administration
- Other duties as assigned

QUALIFICATIONS

- 2 years experience related to the duties above
- Excellent verbal and written communication skills
- Solid relationship-building skills; ability to establish positive working relationships with individuals from varying backgrounds, perspectives, values and professional disciplines
- Demonstrated ability to work effectively as a member of a team, both as a leader and in a supporting capacity
- Experience working with the Indigenous peoples of Alaska and an understanding of the value of Indigenous Knowledge and world views for addressing the conservation, stewardship and adaptation challenges facing Alaska
- Ability to work independently, with the ability to problem-solve complex problems, prioritize tasks, meet deadlines and manage multiple projects
- Demonstrated time management skills and ability to successfully manage multiple projects simultaneously
- Demonstrated ability to work across disciplines
- Mentally agile, maintaining a skeptical and inquisitive mindset, always looking for opportunities to improve
- Passion for the people, lands, waters, fish and wildlife of Alaska
- Strong computer and technology skills, including MS Office suite and Google suite
- Experience with Canva, Wordpress, Squarespace, or other design software, as well as email marketing software and video editing experience

WORK LOCATION

- The Alaska Conservation Foundation office is in Anchorage, Alaska, where work can be completed, with arrangements related to work from home or other remote work locations possible.
- The majority of the work is conducted in the office, home office or conference room. Occasional periods outdoors may be required.
- Occasional travel may be necessary

BENEFITS

- Health Benefits: Low-cost health, Dental, Vision plans; Life and AD&D insurance; Long-term disability; Health Savings Account to satisfy health deductible, 403(b) retirement plan with up to 7% company match after 1 year of service
- Work-Life Balance Benefits: Generous paid time off; 12 paid holidays, parental leave, bereavement, and flexible schedules

Disclaimer: *The information provided in this description has been designed to indicate the general nature and level of work performed within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify the duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*