



National Association of Conservation Districts

Position Title

Communications Associate and Web Manager

Department

Communications

Reports to

Director of Communications

Position Summary

The NACD Communications Associate and Web Manager will assist Communications and Policy staff in website maintenance and management; publication writing and editing; planning; member outreach; presentations and other duties as assigned.

Essential Duties and Responsibilities

- Communicate with members, partners and the public regarding association's view, activities and positions on forestry and other natural resource issues
- Maintain Association website, post new materials, archive outdated material, maintain consistent design and tone
- Manage content and posting of weekly electronic newsletter
- Assist with planning, writing and follow up for quarterly print newsletter to members
- Monitor and evaluate evolving technologies that could assist the Association in improving member outreach and communication and establish, implement and maintain a social media strategy for the Association
- Assist with planning, promotion, website, presentations, photography and follow up for Annual Meeting and Legislative Conference
- Design and produce promotional materials including brochures, newsletters and flyers for meetings and programs

Consults with

- Communications Staff
- Policy Staff
- CEO

Qualifications

- Web design/maintenance skills required
- Proficient with Microsoft Word, PowerPoint and Excel
- Comfortable with both Macintosh and PC operating systems and Macromedia suite
- Attention to detail and ability to multi-task and consistently meet deadlines required
- Ability to communicate technical information to non-technical audiences is necessary
- Bachelor's degree in related field is required

Interested candidates please email resume, two writing samples and salary requirements to jobs@nacdnet.org. Applications will be accepted until May 3, 2010.

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