



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; conference planning; member outreach; presentations and other duties as assigned.

Essential Duties and Responsibilities

- Maintain Association website, post new materials and archive outdated material, maintain consistent design and tone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
- Assist with 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 software suite
- Attention to detail, and ability to multi-task and consistently meet deadlines required
- Ability to communicate technical information to non-technical audiences
- Bachelor's degree in related field is required

Hiring Schedule

- Applications accepted until August 21, 2009
- August 31 – September 3, 2009 - Interviews
- September 4, 2009 – Selection announced
- September 21, 2009 – Approximate start date

Interested candidates please email resume and two writing samples to jobs@nacdnet.org.

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