



## Employment Opportunity

<b><u>Title:</u></b>	Communications Assistant
<b><u>Status:</u></b>	Full Time/Hourly/Non-exempt
<b><u>Reports to:</u></b>	Director of Advancement
<b><u>Location:</u></b>	The Dwight Center for Conservation Science, Santa Rosa, CA

### **The Organization:**

The mission of Pepperwood is to advance science-based conservation throughout our region and beyond. Our base of operations is the Dwight Center for Conservation Science in Sonoma County, a unique place where scientists and community come together to create solutions to some of our region's most pressing environmental challenges. Pepperwood manages a stunning 3,200-acre nature reserve located in the hills outside of Santa Rosa, CA, originally gifted to the California Academy of Sciences and now dedicated to ecological research, education, and conservation action. We serve as a venue for world-class science focused on advancing the health of Northern California's land, water, and wildlife. We are international leaders in climate adaptation, habitat corridor protection, fire mitigation, and forest health. Please visit our website – [www.pepperwoodpreserve.org](http://www.pepperwoodpreserve.org) – to learn more about our programs.

### **Job Description:**

Pepperwood is seeking a dynamic Communications Assistant to provide production support for the organization's critical fundraising, marketing and communication functions and provide administrative support (including calendar and e-communications) to Pepperwood's President and CEO. The successful candidate will be an outstanding communicator, with proven strong writing skills, and a can-do service-oriented attitude.

This is the perfect position for an early-career marketing, journalism or communications professional with a deep dedication to the environment. The position will collaborate closely with the Director of Advancement and our senior marketing professionals in supporting production for a variety of Pepperwood's print and digital publications and promotional materials, including hands-on management of the website, blog and social media. The position will also provide key executive support for the President and CEO and Director of Advancement including calendaring, logistical support for presentations, site visits, and other tasks.

The position will be responsible for supervised tasks including writing and story editing, website/email/social media production, basic graphic layout and digital photography, news videos and more. The successful candidate will combine a strong eye for detail with the ability to tackle a diverse range of communications support tasks via teamwork, a positive attitude, and a creative approach to problem-solving.

**Responsibilities:**

- Assist the Director of Advancement and our senior marketing staff with effective branding, fundraising, and marketing through team production of print and digital communications, including a monthly e-newsletter, bi-annual print newsletter, annual report, blog articles, news items and other collateral.
- Produce content and provide hands-on production support for Pepperwood’s online presence including our WordPress website, blog, and social media.
- Develop and maintain creative asset libraries, press-releases, media archives, calendar notices, and communication logs.
- Develop and edit PowerPoint presentations and basic posters and flyers for education, outreach, and fundraising applications.
- Proof-read, copy-edit, and format outreach, grant-making, and grant report written materials.
- Assist the President & CEO and Director of Advancement with calendaring, e-mail management and other tasks as needed.
- Provide support for executive team speaking engagements, including presentation preparation, audio-visual and logistical support, and community engagement.
- On occasion, attend community events to assist with set-up and break down, distribute Pepperwood collateral, and serve as an ambassador of the organization.
- Other duties as necessary, including on-site reception and hospitality.

**Required Qualifications:**

- A creative and resourceful self-starter who takes initiative to solve problems yet seeks assistance when needed.
- Associate degree or equivalent in relevant area of study.
- Approximately 1-2 years experience in a related position—ideally in communications, public relations, or marketing.
- Strong organizational skills and the ability to plan ahead, assess priorities, maintain high attention to detail and follow-through, manage and complete multiple tasks within tight deadlines.
- Outstanding writing, editing, and proofreading skills and demonstrated social media experience.
- High proficiency in Microsoft Word, Excel, and PowerPoint required.
- Technologically- savvy and capable of learning and implementing new communications, database, and related software tools.
- A strong “people person,” with the ability to establish successful relationships with team members, donors, community members, and the public.
- A passion for the environment and the mission and values of Pepperwood.

- A valid driver's license and insured vehicle to travel to local meetings, events, etc. for Pepperwood business.
- Willingness to work occasional evenings and weekends.

**Preferred Qualifications:**

- Spanish speaking.
- Experience with Adobe Creative Suite and InDesign.
- Experience with WordPress or other website management platforms; MailChimp or similar email marketing software; and familiarity with HTML.
- Experience with a CRM database, Salesforce preferred.
- Familiarity with science and conservation topics.

**Work Environment:** Central office with cubicle work space: temperate climate, office lighting, and computer workstation. Field locations on preserve: uneven terrain, limited vehicle access and cell phone reception.

**Physical Requirements:** Ability to negotiate two-story building with ease and participate in outdoor events including receptions and hikes over uneven terrain. Office work station requires extended sitting and fine finger movements and visual capacity to develop and review print and digital documents. Ability to drive safely for local travel.

**Travel:** Local travel required, generally within 10 Bay Area counties.

**Compensation:** \$19 - \$21 per hour; excellent benefits and great work environment.

**To Apply:** Qualified candidates should submit the following four items to Cassandra Liu at [cliu@pepperwoodpreserve.org](mailto:cliu@pepperwoodpreserve.org) **with the subject line Communications Assistant**, or via mail to 2130 Pepperwood Preserve Road, Santa Rosa, CA 95404:

1. Cover letter, explaining your "fit" for this position
2. Current resumé
3. A list of three references with contact information
4. A personal writing sample

No phone calls please. Candidates will be contacted directly for an invitation to interview.

Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, religion, color, sex, sexual preference, age, or marital status.