

# Northern Virginia Soil and Water Conservation District



## Communication Specialist

The Communication Specialist is a part-time, limited-term position that participates in and delivers programs and information to engage diverse audiences in the stewardship work of the Northern Virginia Soil and Water Conservation District (NVSWCD). The Communication Specialist will coordinate and implement ongoing meetings, events, and outreach efforts and serve as the point-of-contact for these programs as outlined below. Additionally, this role will support the administration of many NVSWCD programs and participate actively in virtual and in-person events managed by other NVSWCD staff. The Communication Specialist will work closely with the Operations Manager and the Communication and Education Specialist and report to the Executive Director. This is an excellent opportunity for a communicator with a wide skillset to support local conservation efforts with local government, community partners, and Fairfax County residents on a supportive and experienced team.

### *Potomac Watershed Roundtable*

The Potomac Watershed Roundtable (PWR) is a quarterly regional government-citizen forum whose purpose is to promote collaboration and cooperation on environmental concerns, especially water quality issues, among the various local governments and stakeholder interest groups. The Communication Specialist plays an important role before, during, and after each meeting.

- Prepares meeting materials, including agenda, summaries, and related information; coordinates meeting logistics including registration and refreshments.
- Updates websites with meeting information and materials; coordinates mailing lists and distributes email notices on Constant Contact.
- Writes formal letters and communicates with local, regional, and state leaders.
- Attends all virtual and in-person PWR meetings and coordinates day-of logistics.
- Prepares draft meeting summaries; prepares summaries and metrics for semi-annual reports.

### *Green Breakfast Webinars and Events*

The Green Breakfast (GB) is a gathering held six times annually to discuss environmental topics in a casual setting on a Saturday morning. Attendees include agency representatives, interested citizens and community members, students, lawmakers, members of the business community and representatives of local non-profits. The Communication Specialist coordinates these events and plays an important role before, during, and after each meeting.

- Coordinates guest speakers and presentations.
- Updates websites with meeting information and materials; coordinates mailing lists and distributes email notices on Constant Contact.
- Attends all virtual and in-person GB meetings and coordinates day-of logistics; serves as emcee for GB webinars.
- Edits recordings webinars and shares them over mailing lists and on YouTube.

### *Communication and Outreach*

- Works with other NVSWCD staff to oversee the general email inbox and respond to public inquiries and provides public information on NVSWCD programs in an appropriate and timely manner.
- Publicizes special events, programs, and presentations through social media (Facebook, Instagram, YouTube).
- Prepares website content and makes website updates.
- Prepares and distributes the NVSWCD monthly newsletter, the *Watershed Calendar*, using Constant Contact and in partnership with the Communication and Education Specialist.

### *Program Support*

- Supports agendas, minutes, and day-of support for the monthly NVSWCD Board of Directors meetings.
- Prepares statistics, narratives, and analytics for inclusion in semi-annual reports.
- Supports NVSWCD events and programs including our annual Native Seedling Sale, the Soil Morphology Course, outreach and education events, and others.

## Skills and Abilities

- Able to work independently; trustworthy and assumes responsibility easily.
- Excellent attention to detail and organizational abilities.
- Professionalism with partners and public.
- Strong writing and speaking skills.
- Performs well on a team, excellent relationship with colleagues and supervisors.
- Learns quickly, not afraid to troubleshoot independently and ask questions.
- Self-starter, able to set and meet deadlines.
- Desired: Experience with web editing software.

The Communication Specialist should be comfortable traversing short distances, carrying supplies up to 20 lbs., and fieldwork may require the Communication Specialist to travel across uneven terrain over longer distances. Reasonable accommodation will be made available. A valid driver's license and clean driving record is required. Use of a personal or official vehicle may be required; mileage will be reimbursed at current IRS rate for personal vehicle use. The Communication Specialist must pass a criminal background check and a driver's license check to the satisfaction of the employer.

## Terms & Compensation

This is a limited-term position at 20 hours per week, \$19/hour, and does not include benefits. The position is approved through June 30, 2024 with potential for renewal. The Communication Specialist will be paid every other week with staff payroll. Taxes will be withheld. NVSWCD considers the Communication Specialist role to have high growth potential with the possibility to expand the position to include a 30-hour work week with benefits.

## Office Environment

The Communication Specialist must display professionalism, patience, attention to detail, a willingness to learn, and a good sense of humor. NVSWCD offers a flexible, hybrid working environment with two days in the office per week after the initial training period. The Communication Specialist is expected to attend in-person special events as needed. Our office is located at 12055 Government Center Parkway, Suite 905, Fairfax, VA 22035.

## How to Apply

Interested applicants should email their resume, accompanied by a cover letter and contact information for two references to [conservationdistrict@fairfaxcounty.gov](mailto:conservationdistrict@fairfaxcounty.gov) by Sunday, August 13, 2023.

## About NVSWCD

The Northern Virginia Soil and Water Conservation District is a political subdivision of the Commonwealth of Virginia. Its boundaries are the same as those of Fairfax County, home to nearly one million people. Founded in 1945 by citizens concerned about conserving natural resources, NVSWCD is now one of 47 conservation districts in Virginia and approximately 3,000 nationwide. The agency is governed by a five-member Board of Directors who employ thirteen staff to carry out the organization's technical and educational programs.

The agency's goal is to promote clean streams and protect natural resources. We achieve this through effective leadership, technical assistance, and outreach programs in collaboration with government, industry, and the public.

NVSWCD is not a regulatory agency. Instead, the agency provides conservation information, technical services, educational programs, and volunteer opportunities to residents on many aspects of water quality, nonpoint source pollution, and stream health. We also connect residents with environmental initiatives and opportunities through our *Watershed Calendar* newsletter.

The Northern Virginia Soil and Water Conservation District is an equal opportunity/affirmative action employer. Its programs, activities and employment opportunities are available to all people regardless of race, color, religion, sexual orientation, marital status, sex, age, military status, pregnancy/childbirth or related medical conditions, national origin, political affiliation, gender identity and expression, and disability.

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**12055 Government Center Parkway, Suite 905, Fairfax, VA 22035**  
**[www.fairfaxcounty.gov/soil-water-conservation](http://www.fairfaxcounty.gov/soil-water-conservation)**