



FOREST TRENDS

Communications and Development Assistant

Forest Trends is an international nonprofit organization focused on cutting-edge financial strategies for environmental conservation. We work through project incubation, coalition-building, and producing high-quality research and analysis that can support new investments in nature-based solutions to climate change, water risk, and other environmental challenges.

Our programmatic work spans forests, climate, communities, water, biodiversity, agriculture, and finance. We seek energetic, sharp, and conscientious individuals who thrive working in a dynamic, entrepreneurial culture with a global team.

Description of position

The Development and Communications assistant will work directly with senior leadership from Forest Trends' executive, development, and communications teams. The position will support Forest Trends' communications and fundraising work, and will have opportunities to gain exposure to developing fundraising strategies, donor stewardship, and Forest Trends' diverse communications pipeline and network.

This position is ideal for a student, recent graduate, or early-stage professional with a background in or interest in natural resources, climate change, international development, nonprofit development, or nonprofit communications and marketing.

Desired Skills and Qualifications

- Exceptional written and verbal communication skills, ideally with proficiency in a range of written formats (press releases, media advisories, blog posts, contributed pieces, social media assets, etc.)
- Demonstrated ability to work independently and collaborate with others remotely
- Excellent attention to detail; strong organizational and time management skills; demonstrated ability to prioritize competing demands and work in a fast-paced environment
- Experience in database management or CRM applications
- Experience in social media content creation and management
- Proficiency with Wordpress, MailChimp or other email marketing apps, social media (Twitter, LinkedIn, Facebook), and Microsoft Office suite, including OneNote, Sharepoint, and Teams

- Experience in or strong interest in learning about conservation, climate change, nonprofit management, communications and marketing, environmental policy, or a related field. Undergraduate or graduate coursework, volunteering, extracurricular activities, or other experience are all relevant and welcome.

Location

This position will be largely remote, though an ability to commute to our Washington, DC office occasionally is a plus

Duration

Part-time position (15-20 hours/week)

Six month position with start date in February 2021, with possibility to extend

Pay

\$15-20/hr, commensurate with experience

Application

Please submit your cover letter, resume, and a short writing sample to cv@forest-trends.org with the email subject line "Communications and Development Assistant" to ensure we see your application.

Forest Trends is an equal opportunity employer. Forest Trends will not discriminate against any applicant for employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.