



Uplands Farm Sanctuary
250 Lawrence Hill Road
Cold Spring Harbor, NY 11724

Center for Conservation
142 Route 114
East Hampton, NY 11937

tel [631] 367-3384
fax [631] 367-4715

tel [631] 329-7689
fax [631] 329-0215

nature.org/long island

Position Title: Communications Department Volunteer

Location: Center for Conservation 142 Route 114 East Hampton, NY 11937

Duration: Ongoing

Times: 1-2 days per month, flexible hours between 9-5

Duties: Photocopying, filing, scanning newspaper clippings and other office and administrative tasks

Position Description: Work with in the communications department to help keep our constituents informed of The Nature Conservancy's role in the media

Supervision: Communications Director

Requirements: Must be neat, organized and attentive to detail

How to Apply:

please contact:

Kara Jackson
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631.329.3981 ext. 20
142 Route 114
East Hampton, NY 11937