**Title:** Marketing and Communications Volunteer  
**Preferred Hours:** Flexible  
**Approx. Dates:** May 2020-August 2020  
**Location:** Remote opportunity

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**About this Opportunity:**

The Nature Conservancy in Massachusetts strives to engage a variety of audiences in tackling the most imminent threat facing our world—climate change—using the power of nature. We are seeking to emerge as the preeminent leader in implementing innovative solutions for addressing climate change in the Commonwealth, with the goal of having a ripple effect throughout New England and beyond. Now is your chance to help make this happen.

The Marketing and Communications Volunteer will be given the opportunity to use storytelling to build bridges between people and nature, elevate the work being done in Massachusetts, and make connections to TNC’s global initiatives. Your role will focus on assisting with print, digital and social media, written and photo content production, events and outreach to support the Massachusetts Marketing and Communications team. While we will work with our volunteer to set a schedule that works best for all, this role is proposed at 20 hours per week for 12 weeks, running from approximately mid-May to mid-August based remotely until the re-opening of our Boston, Massachusetts office.

The Marketing and Communications Volunteer will work on a range of projects, such as:
- Developing written, visual, and video content for print newsletters, magazines, web, e-newsletters, webinars and promotional videos in partnership with marketing and conservation staff
- Supporting creation and curation of social media content, while providing input on strategies for expanding audience
- Researching and reaching out to local influencers for potential collaboration
- Capturing photo and video assets on location at our preserves and/or project sites
- Assisting with photo archive organization and migration to a new asset management system
- Producing a daily news brief of relevant environmental and policy news to share with staff
- Supporting creation of briefing documents for State Director
- Assisting with marketing events, including planning and coordination, partner outreach and logistics

**Knowledge/Skills Preferred:**

**Minimum Qualifications:**
- High school diploma and 6 months of related experience or class work
- Strong written and oral communication skills
- Experience writing creative content
- Experience with Microsoft Office suite
• Experience using social media

Desired Qualifications:
• Strong organizational skills and attention to detail
• Experience with photography and/or digital asset organization and management preferred
• Ability to contribute creative ideas and concepts appreciated
• Experience providing administrative, project and/or event support
• Active on social media with knowledge of current trends across platforms (Facebook, Twitter, Instagram)
• Ability to work productively and efficiently independently and as part of a team

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Working Conditions:

This is a remote opportunity until our Boston office re-opens. After which, we can continue remotely or in person.

To Apply:
If you are interested in this volunteer position, please fill out the volunteer interest form below and specify that you are interested in the Marketing and Communications Volunteer position.

Volunteer Interest Form: [https://docs.google.com/forms/d/e/1FAIpQLSdjy0X0CEEu5smY12afJePThWO3UAjY1ZLAp7dfm5wMA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdjy0X0CEEu5smY12afJePThWO3UAjY1ZLAp7dfm5wMA/viewform)
VOLUNTEER OPPORTUNITY

Title: Operations Volunteer
Preferred Hours: Flexible (Business hours: 9am-5pm)
Approx. Dates: Flexible
Location: Boston, MA

About this Opportunity:
The Nature Conservancy in Massachusetts (Boston Office) is seeking an Operations Volunteer to assist with various administrative projects including:

- creating office signage and documentation,
- updating the Massachusetts volunteer database,
- meeting and special event assistance;
- handling reception
- Ad hoc tasks and projects as they arise.

They will work closely with the Operations Coordinator and may work with other staff on projects as they come up.

Knowledge/Skills Preferred:

- Customer service skills and the ability to communicate in English effectively with both internal and external parties. Ability to professionally represent the Conservancy and converse with current and new partners and stakeholders.
- Ability to prioritize work independently, working with supervisor as needed.
- Ability to take initiative and make recommendations where appropriate.
- Interest in The Nature Conservancy’s mission and the internal, behind-the-scenes workings of a large conservation organization.

Working Conditions:

- Work requires only minor physical exertion and/or physical strain. Work is generally performed at a seated desk within a busy office environment.
- Some potential in-the-field work, if interested and able.

To Apply:
If you are interested in this volunteer position, please fill out the volunteer interest form below and specify that you are interested in the Operations Volunteer Position.

Volunteer Interest Form: [https://docs.google.com/forms/d/e/1FAIpQLSdjy0X0CxEEu5smY12afJePTHW03UAjy1ZLA6p7dfm5wMA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdjy0X0CxEEu5smY12afJePTHW03UAjy1ZLA6p7dfm5wMA/viewform)