

## POSITION DESCRIPTION – Diversity Joint Venture Resource Assistant

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| <b>Position title:</b>               | <b>Diversity Joint Venture Resource Assistant</b> |
| <b>Supervisory responsibilities:</b> | <b>None</b>                                       |
| <b>Budget responsibilities:</b>      | <b>None</b>                                       |
| <b>Reports to:</b>                   | <b>Jim Serfis, US Fish and Wildlife Services</b>  |
| <b>FLSA Classification:</b>          | <b>Exempt</b>                                     |
| <b>Location:</b>                     |   |
| <b>Date:</b>                         | <b>1 year program, August 2018-August 2019</b>    |

### **POSITION SUMMARY:**

**The Diversity Joint Venture (DJV)** is a partnership of federal and state agencies, universities, non-governmental organizations, foundations, and professional societies that work together to increase the number of women and people of color in the conservation workforce. The Communication Intern will support the Diversity Joint Venture (DJV) with website design, development, and management. In addition, the Communication Intern will research, write, and edit other DJV communication products. Working closely with the DJV communication team, the Communication Intern will produce a wide variety of communication products for the DJV audiences and Partners.

### **ABOUT DIVERSITY JOINT VENTURE**

**The Diversity Joint Venture (DJV)** is a partnership of federal and state agencies, universities, non-governmental organizations, foundations, and professional societies that work together to increase the number of women and people of color in the conservation workforce. Positions in the field of conservation preserve and protect natural resources. Such jobs emphasize the sciences but also include research, management, policy, and interpretative expertise. The DJV's communication needs include sharing of information with the appropriate external and internal audiences regarding efforts to increase diversity in the conservation workforce and the DJV. DJV communication ensures that (1) external audiences receive and understand information about conservation careers and diversity in the conservation workforce and (2) internal audiences stay connected in order to advance the work of the DJV.

### **JOB RESPONSIBILITIES:**

The Communication Intern will:

- Build and manage website.
- Research, write and edit materials for print, email, and online distribution to the various DJV audiences, including students in high school, college, graduate, and doctorate programs; early professionals; and mid-career professionals.
- Provide editorial support for various DJV reports, documents, and fact sheets.
- Help to establish a platform to share documents and other information with DJV Partners. Assist in creating an internal newsletter for the DJV Partners.

- Write, edit, and post content on the DJV's social media channels (Twitter, Facebook, etc.) and maintain regular outreach via these channels.
- Develop and help execute multi-channel social media strategies (using similar but platform-specific messages for Facebook, Twitter, etc. to push content to multiple audiences).
- Work with Communications staff to help create, edit, and produce videos related to conservation careers as part of the DJV's work for digital distribution. Existing video editing skills beneficial but not required for position.
- Assist the DJV Board Members and Partners to communicate verbally about the DJV in a persuasive and passionate manner to various external audiences (Partner organizations, media/journalists, students, potential employees of conservation organizations, etc.).
- Provide graphic design support for a variety of communication materials.
- Provide administrative support related to DJV Communications functions.
- Provide support for DJV events and annual meetings.

### **EDUCATION and EXPERIENCE:**

DJV expects the Communication Intern to possess the following educational and experiential qualifications:

- Excellent oral and writing communication skills.
- Experience and interest in diversity issues related to the conservation workforce is preferred.
- Demonstrated familiarity in website design, development, and maintenance.
- Demonstrated experience in the preparation of professional presentations, fact sheets, website content, and other communication materials.
- Knowledge of social media best practices and experience generating, editing, publishing, sharing of daily content on social media platforms in a professional setting.
- Experience with graphic design programs (Adobe Creative Suite products or Canva, etc.) preferred, but not required.
- Experience with video editing software, preferred but not required.
- A bachelor's degree, or higher degree, in communication, journalism, or related field.
- An interest in the environment, conservation, or land management a plus but not required.

### **SKILLS AND ABILITIES:**

The DJV expects the Communication Intern to possess:

- The ability to prepare communication materials in a clear and professional manner through excellent written and oral communication, and interpersonal skills.
- Ability to work well, and be flexible in, a team-oriented environment.
- A strong attention to detail.
- Ability to understand and interpret diversity in the conservation workforce.
- Ability to manage multiple tasks and responsibilities concurrently.
- A Drug test and a Criminal Background check will be required.

### **COMPENSATION:**

The Communication Intern will receive:

- A stipend,
- an Education Award upon completion of term,
- local travel stipend,
- training and travel stipend,
- networking opportunities with the Forestry Service and other governmental agencies,
- entry into GS track.