



LOMAKATSI.ORG P.O. BOX 3084 ASHLAND, OR 97520 541 488 0208

Job Announcement – Communications Associate

Overview

Lomakatsi Restoration Project, a non-profit ecological restoration organization based in Ashland, OR, seeks a full-time Communications Associate to join our growing team. This newly-created position will be an integral part of Lomakatsi's programs team, working closely with the Communications Director and other staff to develop stories and outreach products about the organization's work restoring forests and watersheds across Oregon and Northern California. This position will also be responsible for a range of programmatic and administrative tasks, including disseminating notifications about restoration operations to the community, supporting engagement activity planning, and assisting with fundraising communications. The Communications Associate will also help plan and coordinate Lomakatsi's summer youth programs for area high school students.

The preferred candidate for this position will have a degree in Communications or similar and at least two years of related work experience. We're seeking someone with excellent written and verbal communications skills who can both take the initiative and work closely with a team. This person must be culturally agile and professional, as Lomakatsi works within diverse communities and with federal and state agencies, tribes, non-profits, and community partners. This position is based at our office in Ashland, OR and will require occasional travel to project sites within a four-hour drive of Ashland.

Duties and Responsibilities

- Assist the Communications Director and program leadership team in planning and implementing Lomakatsi's outreach strategies.
- Produce content for Lomakatsi's website, blog, social media, and other outlets, including through field visits to document active restoration activities.
- Support Lomakatsi's youth training and employment programs through internal and external coordination, marketing to students, and supporting daily logistics during the program.
- Help coordinate outreach events including presentations, community meetings, tabling, and other community events; attend occasional events, including some on evenings and weekends.
- Provide writing, editing, proofreading, and formatting support for outreach, grant, fundraising, and program materials.
- Attend regular partnership meetings and assist with notetaking, task tracking, and collaborative outreach and education product development.
- Work with the restoration operations team to help produce and disseminate notifications around planned and active ecological thinning and prescribed fire operations to the community.
- Provide support for membership and fundraising functions, including donor database management, list segmentation, mail merges, and printing materials.
- Other duties as assigned.

Qualifications, Experience and Skills

- Minimum of a bachelor's degree in Communications, Marketing, or Public Relations (preferred), or Environmental Education or related field.
- Approximately 2 years of relevant experience, ideally in communications and marketing—preferably for a non-profit, environmental, and/or environmental education organization.
- Detail-oriented, good time management skills, well organized, and able to assess priorities and maintain high degree of follow through while balancing multiple priorities and deadlines.
- Excellent communication skills, both verbal and written, with ability to edit and proofread with high

degree of accuracy.

- Technology savvy with high proficiency in MS Office Suite, especially Word, PowerPoint, Excel, and Outlook; additional proficiency with Adobe Creative Suite (especially InDesign), Wordpress, Constant Contact and/or comparable programs is strongly desired.
- Photography and videography experience, with the ability to produce and edit short videos, is preferred.
- Ability to work professionally with diverse staff, community members, and partners with kindness and integrity.
- Possession of a valid driver's license.
- Ability to speak Spanish is a plus.

Benefits Package

Lomakatsi strives to provide competitive salaries and benefits within the nonprofit community.

- This is a full-time, hourly (non-exempt) position with annual compensation range of \$42,000 to \$50,000 depending on skills and experience
- Paid medical, and dental plan
- Paid vacation and 11 paid holidays
- 401K retirement plan

To Apply

Please provide:

- Cover Letter and Resume
- Three current professional references
- Two or three writing/content samples (including your role in the production)

Send to jobs@lomakatsi.org with subject "Communications Associate." No phonecalls please. Due to the high number of applicants, only considered applicants will be contacted for an interview opportunity. We are looking to fill this position quickly; if interested, please apply ASAP.

About Lomakatsi

Lomakatsi is a non-profit organization that develops and implements forest and watershed restoration initiatives, programs and projects throughout Oregon and Northern California. Our mission is to restore ecosystems and the sustainability of communities, cultures, and economies. For over 26 years, Lomakatsi has implemented ecosystem restoration projects across thousands of acres of forests and miles of streams. We work closely with federal, tribal, state, municipal and non-profit partners to build innovative, collaborative stewardship initiatives across all-lands. Lomakatsi is currently managing eight landscape-scale terrestrial and aquatic restoration agreements with projects in various stages of development, working across watersheds in two states and ten counties. Our science-based restoration work enhances wildlife habitat, helps safeguard ecosystem services, and reduced the risk of wildfire to communities. We serve as a lead partner and sponsor on several nationally-recognized projects and initiatives.

Lomakatsi also brings added capacity to address socio-economic challenges for rural forest- and rangeland-based communities, by layering in our education, tribal partnerships, and workforce training and development programs into initiatives and projects. Through the operation of 10 programs, our staff of restoration practitioners, foresters, ecologists, workforce trainers and educators work to increase community understanding and involvement in forest and watershed restoration. Learn more at <https://lomakatsi.org/>.