



Celebrating 20 years of protecting our lands and waters

Position Title: Land Labs Development Coordinator VISTA

Organization: Great Peninsula Conservancy

Program: Great Peninsula Conservancy Land Labs

Service Location: Bremerton, Washington

Timeline for Service: One full year, 32 hours per week

Teaser:

Great Peninsula Conservancy's Land Labs program seeks a passionate environmental storyteller with creative vision! Design fundraising and communication campaigns that support conservation, stewardship, and outdoor education in west Puget Sound!

Program Description:

Great Peninsula Conservancy (GPC) is a 501(c)(3) nonprofit land trust dedicated to protecting the natural habitats, rural landscapes, and open spaces of the Great Peninsula region of west Puget Sound, Washington. GPC's important work is accomplished through conservation, stewardship, and community engagement.

The Great Peninsula Conservancy (GPC) Land Labs program utilizes local protected lands to enhance the quality of Science, Technology, Engineering, and Math (STEM) education local schools. Hands-on science projects support the vision of the Washington State Environmental and Sustainability Literacy Plan and meet the requirements of Washington State Science and Learning Standards (WSSLS). The program engages students directly in big picture environmental concerns affecting their local communities, and opens students' eyes to professional opportunities in the environmental science field. The Land Labs program will help prepare students from low-income families and underachieving schools for success in post-secondary education and careers in STEM.

Member Duties:

The Development Coordinator VISTA will investigate funding opportunities and communication strategies that support the long-term sustainability of Great Peninsula Conservancy and the Land Labs program. The VISTA member will identify, write, and manage grants to support GPC programs; write and design communication materials; assist in planning and managing GPC's annual Conservation Celebration; and harness the power of storytelling to maximize the potential of GPC fundraising campaigns and support land acquisition projects. Under the guidance of the Development and Communications Manager, the VISTA member will organize membership, events, and communication strategies that are consistent with GPC's identity as a community-oriented conservation authority and reflect GPC's values of engagement, responsiveness, partnership, and respect. The VISTA member's work will enhance and support GPC's Diversity, Equity, and Inclusivity Commitment and the important work of making the outdoors a safe and inclusive space for all.

Primary Responsibilities:

- Pursue and manage grant opportunities;
- Write and design communications;

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- Support CRM database management;
- Develop fundraising strategies and materials to support operations;
- Develop social media campaigns that expand GPC's online presence;
- Assist in the coordination of GPC's Conservation Celebration;
- Collaborate with a diverse team;
- Ground-truth, enhance, and expand the Land Labs program;
- Increase the organizational capacity of Great Peninsula Conservancy.

Qualifications:

- Passion for Great Peninsula Conservancy's mission and vision;
- Exceptional written communication skills;
- Strong organizational skills and attention to detail;
- High degree of initiative and spirit of service;
- Preferred: proficient in Microsoft and Adobe suites;
- Preferred: experience in marketing, public relations, and/or communications;
- Preferred: experience in event planning, development, grant writing, and/or networking;
- Preferred: valid driver's license and personal vehicle.

AmeriCorps VISTA:

This Great Peninsula Conservancy (GPC) VISTA position is funded by the Corporations for National and Community Service and will serve within the AmeriCorps VISTA program. AmeriCorps VISTA is the national service program designed specifically to fight poverty. Each VISTA member makes a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. To learn more about the AmeriCorps programs visit americorps.gov.

Compensation:

In return for their service, AmeriCorps VISTA members receive a modest bi-weekly living allowance of \$697.20, health benefits during their service, and have the option of receiving an AmeriCorps Education Award of \$6,195 or post-service stipend of \$1,800 after completing their service. A relocation travel and settling-in allowance may also apply if they are moving.

To Apply:

Send a cover letter and resume to Claire Voris (claire@greatpeninsula.org). Applications are also accepted through [AmeriCorps.gov](http://Americorps.gov), but will require that the applicant follow up with a cover letter and resume prior to receiving an interview. Admissions are rolling with priority biannual enrollment periods in February and July. For more information, visit Great Peninsula Conservancy's website (greatpeninsula.org).