



Communications and Community Engagement Coordinator Fellowship Job Description

Title: Communications and Community Engagement Coordinator Fellowship

Job type: Full time exempt, 35 hours a week

Reports to: Development Manager

Location: Office based in Stowe, VT with flexibility for occasional remote work

About Stowe Land Trust

Stowe Land Trust is a respected, member-supported, 501(c)(3) conservation non-profit serving the greater Stowe area since 1987. We are committed to preserving the ecological health and economic vitality of our region.

Stowe Land Trust recognizes that to address community needs we must include the voices of all identities within our community and beyond. We encourage historically marginalized people such as members of indigenous communities, individuals of color, transgender, and nonbinary individuals, all LGBTQIA+ individuals and individuals with disabilities (both visible and non-visible) to apply. Your diversity in experience and identity will be valued and respected as a vital part of what will strengthen our staff.

See more about our work on our website at www.stowelandtrust.org

The Opportunity

Looking to make an impact at the community level? Interested in supporting local farms, strengthening climate resilience, and connecting more people to the outdoors? Join Stowe Land Trust's (SLT) energetic team as our Communications and Community Engagement Coordinator! SLT conserves important land in the greater Stowe area for public access, working farms and forests, biodiversity, and more. As our Communications and Engagement Coordinator, you'll work alongside our dedicated staff, board, volunteers, and partners, to create and deliver events and media assets that connect people to this special place. As part of our small team, you'll be able to contribute your voice and passion to the development of new outreach projects and programs, and to building a welcoming and inclusive conservation community. In this role, you'll gain experience in public engagement, land stewardship, volunteer coordination, and the operations of a small regional land trust. With your help, we can make the benefits of conserved land more accessible to all members of our community.

SLT is committed to fostering the development of future conservation leaders. Through this fellowship position our goal is to provide educational and professional development resources that foster the professional growth of the individual in this position. The fellowship creates a

pathway for individuals to obtain skills that will aid in launching their professional career in land conservation work. We welcome all applicants. Candidates who identify with historically marginalized communities and first-generation college students are strongly encouraged to apply. An open mindset and willingness to learn is a must.

SLT is dedicated to the conservation of scenic, recreational, and productive farms and forest lands for the benefit of the greater Stowe community. This position will help bring the benefits of our land protection work to a wider audience via communications efforts and direct engagement with volunteers, partner organizations, and the public to create deep, meaningful, and lasting connections between people and the outdoors.

This position reports to the SLT Development Manager. This fellowship position will allow flexibility to work with the entire SLT team and an opportunity to learn holistically about SLT and leadership. This is a one-year full-time position. A hybrid option may be possible for the right candidate.

Essential Functions

- Coordinate communications strategy with development manager and communications consultant
- Contribute to content creation for SLT's print, web, and social media outreach efforts
- Point-person for all communication channels
- Engage in professional development activities and networking opportunities
- Project-manage outreach and fundraising events alongside event consultant and staff
- Assist development manager with fundraising appeal mailings and the donor database

Secondary Functions

- Lead outdoor group events
- Assist stewardship team with volunteer coordination, trail work, and conserved property monitoring

Desired Qualifications

- Excellent verbal and written communication skills
- A background or interest in communicating about conservation and nature related topics
- Proficiency in Microsoft Office required
- Experience with website editing, social media, creating and editing videos, and photo editing preferred
- An interest in the natural world, such as birding, animal tracking and behavior, ecology, geology, etc.
- Strong time and project management skills and the ability to coordinate multiple consultants and contractors simultaneously
- A love of outdoor exploration

- Comfort walking and navigating on and off-trail in the woods, performing trail work, and using hand tools
- Ability to work independently while maintaining open communication with supervisor and consultants
- Available to work some evenings and weekends to attend community events
- Willingness to help other staff members with special projects
- Valid driver's license and use of a reliable vehicle required

Salary

- \$45,000 annual salary

Benefits and Perks

- Paid Holidays
- Vacation Leave
- Family & Medical Leave
- Medical & Dental Insurance
- Career development opportunities
- Wellness perks, including staff outings

To Apply

Please submit a resume and cover letter to the attention of Alex Kauffman at alex@stowelandtrust.org. Applications will be reviewed on a rolling basis. The application deadline is August 15, 2025. The position is open until it is filled. No calls, please.

Stowe Land Trust is an Equal Opportunity Employer and Americans with Disabilities Act (ADA) compliant, and does not discriminate in hiring or in the conditions of employment against any individual on the basis of their race, color, religion, ancestry, national origin, place of birth, sexual orientation, sex, gender identity, age or genetic information of the employee or a family member, or against a qualified disabled individual, or against an individual on the test result from an HIV-related blood test, or against an individual on the basis of their veteran status, membership, or application for membership in the armed services, or against an individual on the basis of their health coverage status or crime victim status, or against an individual on the basis of their opposition to prohibited discrimination or participation in the complaint process. This policy applies to all terms and conditions of employment including but not limited to hiring, placement, training, compensation, transfer, promotion, leave of absence, and termination.