



# Vermont River Conservancy

*Protect and restore rivers  
for people and wildlife*

**Job Title:** Communications and Development Coordinator Fellowship

**Supervisor:** Office Manager

**Compensation:** \$45,000

**Classification:** Full time 12-month position; Exempt

**Work Location:** Montpelier, VT, with flexibility for occasional remote work

**Benefits:** Paid time off includes major holidays, winter break December 24 - January 1, 30 days combined sick and vacation time; \$8,600/year health, retirement, and home office stipend; 2% contribution to a SIMPLE IRA retirement plan; \$200/year gear stipend; flexible schedules to meet work/life balance needs; opportunity to work from home.

## **About Vermont River Conservancy (VRC)**

Vermont River Conservancy is a vibrant team of staff, board members, volunteers, and supporters, all working together to achieve our mission: to protect and restore rivers for people and wildlife. We embrace a diversified workforce and foster an inclusive, collaborative work culture. Learn more about our work at [vermontriverconservancy.org](https://vermontriverconservancy.org).

Vermont River Conservancy 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.

## **Summary of Position**

The Communications and Development Coordinator will connect people with our mission through digital and print communications, community events, volunteer engagement, and by supporting fundraising efforts. It's a chance to hone your curiosity by diving into the science behind protecting and restoring rivers, using storytelling – shared via everything from social media to graphic design to community events – to inspire the public to engage with our mission. In this role, you'll gain experience in public engagement, volunteer coordination, and the operations of a small regional land trust.

This position reports to the Office Manager. By joining a small staff team, this Fellow will have the opportunity to work with and learn from Vermont River Conservancy's full team, gaining on-the-job, holistic experience in conservation, with particular insights into the communications, development, and operations aspects of land conservation. This is a one-year full-time position. A hybrid option may be possible for the right candidate.

## **About the Fellowship**

The Green Roots Fellowship is a cohort-based program that combines full-time employment with shared learning across Vermont's conservation community. Each fellow is employed by a host organization and contributes to hands-on conservation work, such as stewardship, education, or community engagement, while also participating in a statewide cohort that begins and progresses through the fellowship together. Throughout the year, fellows engage in cohort gatherings, including trainings, field days, and site visits, providing exposure to diverse conservation approaches, building professional networks, and fostering peer support. This model is designed to strengthen both individual career development and collaboration across organizations, helping prepare the next generation of conservation leaders in Vermont.

### **Essential Functions**

- Coordinate and implement communications strategy
- Create written & visual content for VRC's print, web, and social media outreach efforts
- Serve as the first contact/point-person for all communication channels
- Assist with fundraising appeal mailings and maintaining VRC's donor database
- Develop systems for and assist with volunteer coordination, recognition, and recruitment; attend/or co-host volunteer events as needed
- Plan and host in-person and digital community outreach and fundraising events
- Attend and actively participate in Green Roots Fellowship cohort gatherings, including trainings, field days, and site visits

### **Secondary Functions**

- Lead outdoor group events
- Assist with riparian plantings, trail work, or river cleanups as needed

### **Desired Qualifications:**

- Ability to represent VRC in a clear, friendly and professional manner through excellent verbal and written communication
- A background or interest in communicating about conservation and nature and/or river-related topics
- Experience with website editing, social media, creating and editing videos, graphic design, and photo editing preferred
- Ability to work independently, problem solve on the fly, and contact supervisor if questions arise
- Systems thinker, with a knack for developing and improving systems to streamline workflows
- The ability to learn, implement, and integrate software with speed and ease (VRC's current software includes: EveryAction, Asana, Slack, Google Workspace, Canva, ArcGIS Storymaps)
- Commitment to diversity, equity, inclusion, and justice, particularly as it relates to conservation
- Curiosity and an interest in the natural world

**To Apply:** Please send a cover letter and resume in pdf format to [vrc@vermontriverconservancy.org](mailto:vrc@vermontriverconservancy.org) with subject line: "Application for Fellowship". The position is open until filled but Vermont River Conservancy will begin review applications on July 15, 2026. Anticipated start date late August / early September, with flexibility to meet candidate's needs.

*Vermont River Conservancy is an equal opportunity employer and welcomes a diverse pool of candidates in this search.  
For more information about Vermont River Conservancy, visit [www.vermontriverconservancy.org](http://www.vermontriverconservancy.org).*