



## **JOB POSTING**

Communications Coordinator– Friendly workplace, flexible hours, and generous paid time off

The [Vermont Center for Ecostudies](#) (VCE) seeks a Communications Coordinator to manage our website and social media accounts and create engaging content for our print and digital outlets. The successful applicant will collaborate with conservation biologists and other communicators to foster science-based stewardship of the environment. This is an in-person position based in White River Junction. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, disability, or protected veteran status.

## **Our Organization**

VCE promotes biodiversity conservation in the northeastern US and internationally through scientific research and community engagement. Our scientists and volunteers gather essential information to guide habitat management and protection. We work with many partners, primarily in New England, Canada, and the Caribbean Basin, to [map biodiversity](#), determine the status and conservation needs of [vulnerable species](#), and [recover imperiled populations](#), among other activities. We are committed to creating a workplace culture that respects and celebrates diversity and values the wellbeing of all employees. We accomplish this by offering flexibility within the workday and generous paid time off.

## **Position Summary**

The Communications Coordinator manages VCE’s website and social media accounts, leads production of our monthly email newsletter, and assists in the creation of print publications. They work closely with VCE scientists to develop engaging stories and expand the organization’s reach. Key qualifications include readiness to ask questions, outstanding writing and editing skills, fluency in social media and short-form video, and knowledge of best practices in mission-driven communications. The position also requires enthusiasm for VCE’s work and motivation to produce high-quality material in a timely fashion.

## **Terms**

The Communications Coordinator works out of our office, located across the Connecticut River from Dartmouth College in the vibrant community of White River Junction. This is a full-time position with a salary range of \$44,000 to \$50,000, depending on skills and experience. VCE offers health, dental, vision, and retirement benefits plus 30 days of paid time off per year.

Download the full job description [here](#).

## **Application Procedure**

Please send a cover letter, resume, and a relevant writing sample as separate PDF attachments to Dan Lambert (dlambert [at] vtecostudies.org) with “VCE Communications Coordinator” in the subject line. Include links to social media accounts (personal, organizational, LinkedIn, Facebook, Instagram, TikTok, YouTube, Vimeo) that you currently manage. Application review will begin on March 10, 2025 and continue until the position is filled.