



**OPEN SPACE
INSTITUTE**



Position Details:

Position: Outdoors America Campaign, Campaign Coordinator

Reports to: Director, Outdoors America Campaign

Location: Washington, DC

Status: Full Time

Application Deadline: May 10, 2017

About the Open Space Institute and Outdoors America Campaign:

The Open Space Institute, Inc. (OSI) protects scenic, natural and historic landscapes to ensure public enjoyment, conserve habitats, and sustain community character. OSI achieves its goals through land acquisition, conservation easements, loan and grant programs, creative partnerships, and analytical research.

OSI oversees the Outdoors America Campaign (OA), which is dedicated to seeking full funding and permanent reauthorization of the federal Land and Water Conservation Fund (LWCF). With this funding, natural resources can be protected on an epic scale, impacting the 50 states, national parks, forests, wildlife refuges and Bureau of Land Management lands throughout the country.

OA is conducting this critical work through coordinated campaign planning and implementation, Congressional outreach, executive branch outreach, grassroots engagement, coalition building, research and education, and media outreach. OA works within the LWCF Coalition alongside several important partner organizations.

Position Summary:

OSI is seeking a Campaign Coordinator based in Washington D.C. to support OA. He/she will work closely with OA Director and LWCF partner organizations, and will report to the OA Director. The Campaign Coordinator will be responsible for the duties described below.

Job Functions:

LWCF Coalition:

(OA's Director is one of the co-chairs of the LWCF Coalition)

- Communications support
 - Write and edit original materials about LWCF for a range of audiences, including factsheets, talking points, letters, memos, briefing papers, charts and others.
 - Assist media team with draft editorials, op-eds, press releases, social media, scheduling and other functions as needed.
 - Assume responsibilities for logistics planning and executing LWCF Coalition campaign events (e.g., DC fly-ins, congressional briefings and receptions, etc.).
- Research support

- Conduct primary research on the history and uses of LWCF for use in the development of LWCF coalition materials and messaging.
- Customize LWCF materials to meet specific needs of Coalition members and partner groups; provide background research and handouts. Keep LWCF materials up to date with Congressional and fiscal year changes.
- Prepare for and cover Congressional hearings, mark-ups, and Hill and Administration meetings as needed.
- Administrative support
 - Assist LWCF Coalition co-chairs in preparation, coordination, recording minutes and follow-up of weekly Coalition meetings.
 - Support OA's Director in scheduling and coordinating external LWCF Coalition meetings with Administration officials and Congressional offices.
 - Conduct basic maintenance and updating of Coalition website.
 - Assist in development and production of LWCF Coalition campaign materials for congressional visits, Administration contacts, grassroots and media outreach.

Outdoors America Campaign:

- Assist Director to prepare for meetings, public events and management of day-to-day schedules.
- Assume special projects as directed by the Director.
- Provide ongoing general support to manage organizational and administrative aspects of OA Campaign, including systems management, tracking of budget and grants, and filing lobbying expense reports.

Required Skills/Core Competencies:

- Excellent written and verbal communication skills;
- Ability to multitask and prioritize among numerous ongoing projects in a fast-paced environment;
- Ability to work independently and in groups;
- Computer proficiency in Word, Excel, PowerPoint, Adobe In-Design;
- Ability to work to deadlines and plan accordingly;
- Ability to work cordially and professionally with all levels of staff at partner organizations;
- Detail oriented self-starter.

Qualifications:

Candidates that can demonstrate a proficiency in writing and an ability to learn and adapt rapidly, but may lack specific issue experience are encouraged to apply.

Mandatory

- Bachelor's degree;
- Two years' of demonstrated communications and research experience or relevant Master's degree.

Desirable

- Administrative support experience;
- Public policy background;
- Knowledge of environmental issues and/or federal funding issues;
- Interest in conservation and outdoor recreation
- Nonprofit work experience.

Physical Requirements:

- Frequently sits for long periods of time;
- Frequently speaks, reads, writes and uses a computer keyboard;
- May require occasional standing, walking, lifting, stooping, bending, moving files.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties assigned.

To Apply:

Please email cover letter, resume and salary expectations as a single PDF to resumes@osiny.org, with “**Outdoors America Campaign Coordinator**” and where you saw the posting in the subject line no later than May 5, 2017.

Benefits include health insurance, a retirement plan, and paid time off. Competitive salary.

This is an onsite position in our Washington, DC office and is not conducive to telecommuting.

For additional information visit www.osiny.org. No phone calls please.

The Open Space Institute is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law. We value a staff diverse in gender, ethnicity, and background.