

CONTRACT POSITION

Community Engagement Contractor for Audubon Naturalist Society (ANS)

Hours: 20-50/month, variable
Compensation: Range \$30-35/hr
Term: June – Dec., 2022, with additional duration dependent on receipt of new grants
Supervisor: Eliza Cava, Director of Conservation
Contracting Department: Conservation

Summary: ANS is seeking a contractor with experience in community engagement, with skillsets in relationship-building, logistics and small event management (i.e. community-scale events such as contributing to a neighborhood festival), and supplies management/purchasing to support ANS staff in developing and deploying meaningful environmental and community-based engagement projects throughout the metro DC region. This person will “make stuff happen” by coordinating and communicating with partners, ANS staff, and community members to plan events, supporting recruitment of event participants (e.g. drafting social media posts, distributing flyers), and planning for and arranging logistics to support engagement before, during, and after events.

Skillsets needed:

- Attention to detail to manage schedules, supplies, and grant tracking documentation
- Ability to travel around the region, including to locations not easily accessible by public transportation.
- Work independently
- Develop and manage positive relationships with community leaders, partners, and residents while representing ANS
- Bilingual Spanish/English preferred
- Familiarity with watershed science and environmental topics is helpful, but not required. ANS staff will be developing curricula and leading activities.

Work locations. We are currently managing or will soon be starting engagement projects with community partners in:

- Washington, DC (In Wards 4, 7, and 8)
- Fairfax County, VA (Route 1 corridor area south of Alexandria/Hybla Valley/Gum Springs area)
- Montgomery County, MD (Long Branch neighborhood, northeast of Takoma Park)
- Prince George’s County, MD (Riverdale Park, Edmonston, and Langley Park)

Read more about several of our outreach programs at this blog post and by following its links to learn more: <https://conservationblog.anshome.org/blog/volunteer-with-ans-community-outreach-programs/>

Physical Requirements

- Must be able to hike moderate distances over uneven terrain carrying a load of 20 pounds.
- Must be able to balance on slippery rocks and scale down steep embankments.
- Must be able to carry and assemble supplies for events including folding tables and chairs, publications, and other items up to 30 pounds.

Time commitment:

- This contract will take 20-50 hours/month to fulfill, with hours primarily concentrated during the spring, summer, and fall months when most activities are underway outside. The exact number of hours worked per month will be determined by agreement between the contractor and the supervisor and shall not exceed 50 hours per month.
- You will have the flexibility to conduct planning work on your own schedule, however you should expect that most coordination with ANS staff and partners will occur during business hours.
- Events are most often held on either weekday afternoons or weekends during the day, but some evening meetings may be required as well.

Terms:

- Contractor must provide own form of travel (not all locations are easily accessible by public transportation). Contractor may be responsible for the transportation of materials to events. ANS will reimburse for travel up to a budgeted cap (mileage at the current federal mileage rate and other forms of travel, including public transit and rideshare or vehicle rental) and all required purchases.
- Contractor must provide own computer, cell phone and distraction-free office space that is appropriate for office work and virtual meetings.
- Contractor will have access to internal ANS files and an ANS email address for the specific use of contract-assigned tasks.

Compensation: Contractor will document hours and submit an invoice to be paid monthly at an hourly rate of \$30-35/hr as agreed upon in the contract. Invoices should be submitted by the 5th of the following month and will be paid by the 15th.

To apply: Please send resume, 1-page written description of specific relevant experience, and 2-3 references to conserve@anshome.org.

ANS does not discriminate in hiring or contracting on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, age, marital status, disability, veteran status, or any other legally protected characteristic. ANS is committed to modeling inclusion, diversity, equity, and accessibility as best practices for the region's environmental community in our Strategic Plan. People of color and those from economically disadvantaged communities are particularly encouraged to apply.