



Program & Engagement Associate

The Willowsford Conservancy seeks a motivated and organized Program & Engagement Associate to join our team on a part time basis. This position will support our communications, marketing, and delivery of events and programs to engage the community of Willowsford and the General Public. The ideal candidate will enjoy interacting with people, building a sense of community, and facilitating mission-driven programs and events. The ideal candidate will have an interest in working in agriculture and/or natural resources and be comfortable working outdoors.

Willowsford Conservancy manages 2,300 acres of land, comprising a 200-acre farm and 2,100 acres of woodlands, meadows, and wetlands preserved for the Willowsford communities, a development of more than 2,700 homes in four neighborhoods in Loudoun County, Virginia. The only “Agrihood” in the Washington, DC area, Willowsford is part of a growing movement for residential environmental sustainability where healthy people and healthy land coexist.

The Conservancy was established more than a decade ago to protect land and promote conservation and sustainable farming so that people in the Willowsford community discover a deeper connection to nature and to each other. The Conservancy integrates a working farm with community-supported agriculture (CSA) shares and nearly 40 miles of hiking trails to provide environmental recreation, conservation, and education that enhances the quality of life for the residents of Willowsford and the greater community.

Visit www.WillowsfordConservancy.org to learn more.

Position Overview

The Program & Engagement Associate will play a key role in supporting and enhancing the Conservancy's programs and communications efforts. This position involves assisting with content creation for our newsletter/social media channels as well as assisting with the planning and delivery of programs and events. This includes occasional support at our Farm Stand operations, signature events, HOA events, and more. Successful candidates will demonstrate creativity, excellent communication, and strong organizational skills. Experience in education, summer camp settings, or similar roles is a plus.

The Associate will report to the Program & Engagement Coordinator, but will work closely with our Farm team, Land Stewardship team, and our Executive Director on the various functions of the position. The position will be part time averaging 25 hours per week, but with an expectation of more hours during our busy months over the summer and fewer hours in the winter months. Programs and events are often on days when local public schools are closed or during the weekdays over the summer. Periodic weekend and evening events.

Responsibilities

- Engage with and build positive relationships with residents and community members
- Support program activities and events with the opportunity to develop and/or deliver programs ranging from nature-based activities, citizen science, farm-based activities, recreational activities, or arts and crafts (these will align with the candidate's interests and background)
- Conduct small amounts of research and writing on nature-based or farm-based topics for our website blog and biweekly email newsletters

- Capture photographs and video content for weekly social media posts, reels, and stories
- Provide logistical support for programs and events, working with Conservancy and Farm staff who provide the subject matter expertise
- Support periodic field trip visits, activities with scouting troops, or camps offered in partnership with third parties
- Occasionally staff Farm Stands with volunteers, including setting up produce, and restocking inventory, manning POS and interacting with customers, handling cash, supporting volunteers, and closing up
- Complete food safety training provided by our team

Qualifications

- 1-3 years' experience in one or more of the following areas: communications and marketing, youth engagement, summer camps, or similar education or engagement programming, event planning, or retail or restaurant experience
- Experience in writing, photography, or short video content creation for social media, website and newsletter
- Experience in youth engagement, camp, or education a plus
- Interest in outdoor recreation, such as hiking, bird watching, trail running, etc.
- Interest in organic food production and passion for farmer's markets or farm stands a plus, environmental practices, organic food production or other mission-related intersections
- While not required, preference given to candidates with bachelor's degree

Location & Work Expectations

The Willowsford Conservancy is located in Loudoun County in Northern Virginia. The Associate will need to be on-site at our office and regularly in the field and at our farm. The position will also require periodic attendance at events held in the evening and on weekends. Must be able to work outdoors in all weather conditions, be able to stand for lengthy periods of time, walk across uneven terrain, and comfortably lift 50 pounds.

Salary and Benefits

The salary is \$20-25 per hour. Eligible for phone stipend, paid vacation, and holidays.

How to Apply

Please submit a resume, brief cover letter outlining why you are interested in the position, and salary requirements to kschreiber@willowsfordconservancy.org (with subject line ATTN: Program & Engagement Associate). Selected candidate will need to successfully complete a pre-employment background since the position will interact with minors.

The Conservancy is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, non-citizenship or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence or sexual violence, or any other status protected by applicable law.