

# About Willowsford

Willowsford Conservancy manages 2,300 acres of land in Loudoun County, Virginia, 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 communities 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.

## Position Description

The Program & Engagement Associate plays a key role in supporting and enhancing the Conservancy's programs, communications, and community engagement through strong coordination, organization, and content creation. This position helps ensure that programs, events, and communications are thoughtfully executed, well-organized, and engaging for the community.

This role blends operational coordination with creative work. The Associate will support volunteer management, program logistics, and community communications, and contribute to content creation across social media, newsletters, and written materials.

The ideal candidate is highly organized, detail-oriented, and proactive, with strong communication skills and an interest in nature, outdoor experiences, and connecting people to the environment. This role is well-suited to someone who enjoys both behind-the-scenes coordination and creative storytelling and may be interested in contributing to or leading educational programming.

The Associate will report to the Program and Engagement Manager and work closely with the Farm Team, Land Stewardship Team, and Executive Director. This is a full-time position averaging 40 hours per week. Occasional evening and weekend availability is required for events and seasonal programming.

## Responsibilities

### **Volunteer Management & Community Engagement**

- Serve as a primary point of contact for volunteer communication
- Coordinate volunteer scheduling, tracking, and onboarding

- Maintain organized systems for volunteer participation and engagement
- Support volunteer needs across programs and events

### **Programs & Events**

- Coordinate logistics for programs and events, including scheduling, materials, and vendor communication
- Support execution of signature events, farm-based events, and community programming
- Assist with or lead educational programs, including youth and nature-based activities, depending on experience and interest

### **Communications Support**

- Create and contribute content for social media, newsletters, and written materials
- Capture and organize photos, stories, and updates from programs and events
- Support the development and scheduling of digital communications
- Contribute to written content, such as Field Notes and community features

### **Community & Partner Coordination**

- Support communication with community partners, including HOA collaboration
- Help ensure the timely and organized delivery of recurring communications
- Maintain systems for tracking partnerships and shared initiatives

### **Operations and Administrative Support**

- Maintain organized systems for program tracking, scheduling, and communication
- Support new resident outreach and welcome processes
- Provide occasional support for Farm Stand operations and onsite activities

## **Qualifications**

- Bachelor's degree in communications, environmental studies, education, or a related field, or equivalent professional experience
- 1-3 years' experience in communications, event coordination, community engagement, education, or related fields
- Strong writing and communication skills, with the ability to create clear and engaging content
- Highly organized with strong attention to detail
- Ability to manage multiple priorities and work both independently and collaboratively
- Experience with social media, newsletters, or digital content creation
- Interest in nature, outdoor experiences, or sustainable agriculture

### **Preferred:**

- Experience in education, youth programming, or informal learning environments
- Background or strong interest in ecology, native plants, sustainable agriculture, or connecting people to the outdoors
- Experience working with volunteers or community-based programs

## Location & Work Expectations

The Willowsford Conservancy is located in Loudoun County, Virginia. The position requires regular on-site work at the office, farm, and program locations. Evening and weekend hours are required for events and seasonal programming.

Must be able to work outdoors in all weather conditions, stand for extended periods of time, walk across uneven terrain, and comfortably lift 50 pounds.

### **Compensation**

The salary range is between \$43,000-\$47,000 dependent upon experience. A housing allowance may be available.

Benefits include medical, dental and vision insurance, short-term and long-term disability, 401(k) retirement plan with employee contribution, phone stipend, paid vacation, and holidays.

### **How to Apply**

To apply, please send your resume, a brief cover letter, and salary requirement to Kyle Schreiber at [kschreiber@willowsfordconservancy.org](mailto:kschreiber@willowsfordconservancy.org). Selected candidate will need to successfully complete a pre-employment background check (since we work with minors through our engagement activities) and provide references. The candidate must be willing to relocate to this area and be able to legally work in the U.S. Housing not provided, but a stipend might be available.

*At Willowsford Conservancy & Farm, we value the strength that comes from a variety of perspectives and experiences, and we are committed to providing an inclusive and supportive space for our entire team. As such, we encourage individuals from all races, ethnicities, genders, sexual orientations, abilities, and socioeconomic backgrounds to apply for our internship opportunities.*