

NATIVE FUTURE

Thank you for your interest in volunteering with Native Future. The life-blood of Native Future is our corps of volunteers doing what they love. Together, we are educating hundreds of indigenous students and helping our indigenous partners protect hundreds of thousands of acres of rainforest.

Since 2004, more than 30 volunteers have contributed to the Native Future mission. Some volunteers have been with us from the start running the organization and its programs. Others join us for shorter-term assignments helping move the baton ahead or taking it across the finish line. We believe many hands make for a light load. Here's one way you can help us meet our mission and contribute to a sustainable future for our indigenous partners.

Position: Communications Coordinator

Type: medium term (renewable 1 year commitment)

Do you have experience putting communications plans and teams to work? Getting out the message via modern communications channels? Do you want to lead a team of volunteers to help meet Native Future's communications goals and objectives? We need you!

The Communications Coordinators primary responsibility is to help our team of volunteers meet Native Future's communications goals and objectives.

Scope of work

The Communications Coordinator will work closely with the Executive Director and lead a team of Native Future volunteers currently tasked with communications and outreach responsibilities to:

- Implement the organization's communications strategy. (See Communications Consultant position description.)
- Regularly communicate effective messages to target audiences.
- Support Native Future's Board, Ambassadors and fundraisers with communications materials.
- Assess effectiveness and make improvements to existing messages, strategies and channels.

Tasks

The Communications Coordinator is asked to help Native Future in the following ways:

- Review existing documents and media about Native Future mission, goals, strategies and programs to familiarize yourself with our organization.
- Meet with the Executive Director and communications team to develop a work plan.
- Based on the work plan, meet periodically with communications team members to

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coordinate their work.

- Provide as-needed technical guidance and training to communications volunteers.
- Orient new communications volunteers.
- Quarterly reporting on progress and needs to Executive Director.
- Periodically assess effectiveness of communications activities and make recommendations for improvement.
- Special projects: as interested, take on the development of special communications projects or products.

Products

We ask the Communications Coordinator to develop the following products:

- Quarterly progress reports with recommendations and needs.
- As needed: volunteer positions descriptions to meet staffing needs.

Additional considerations:

- We're a remote team, dispersed around the country and the world. You'll need to be comfortable working independently and remotely by online platforms (e.g. Skype) and telephone.
- You'll be a member of a team of committed volunteers who work within the time commitments they can give; patience - and follow-up - is a virtue!
- Speak/read Spanish? It's not a requirement; it could be helpful!

Estimated Time Commitment – 3 – 4 hours per month.

Illustrative activities

Start- up (month 1): 3 hours

- Review Native Future media, materials and plan. – 2 hours.
- Introductory meeting with Executive Director and communications team – 1 hour.

Regular coordination (quarterly): 9 hours

- Quarterly meetings with communications team – 1 hour
- As needed technical support to communications team – 3 - 4 hours
- Volunteer orientation – 1 hour
- Special projects – 2 hours
- Progress reporting – 1 hour

The Executive Director will work with you on a work plan and timeframe that will best meet your availability and interests.

Want to help? We'd like to meet you! Send us an email and your resume to native.future.contact@gmail.com. (Position open until filled.) Thank you!