



a project of  
newventurefund

## Position Description

**Project:** Andes Amazon Fund

**Position Title:** Communications Coordinator

**Location:** Washington, D.C. preferred, with remote option available for outstanding candidates

**Reports to:** Project Director

**Hours per week (average):** 40, although part-time could be considered

**Overtime Status:** Exempt

### Position Summary

---

The Andes Amazon Fund (AAF) is looking for a Communications Coordinator to support outreach from its Washington, DC office. The main mandate of this role is to support the AAF's communications efforts with its donors, partners, and with a wider audience on issues related to AAF's work creating and supporting protected areas and securing Indigenous land recognition in South America's Andes-Amazon region (read more at <http://andesamazonfund.org>).

AAF aims to reach its audience via its web page, social media sites, newsletters, and through printed materials, blogs, and online or in person events. This position also is expected to support partners and consultants on media campaigns related to AAF's mission.

The successful candidate will have a degree in communications or one related to the AAF's objectives. A clear track record of knowledge and experience in similar endeavors is preferred. The person is required to have excellent writing and organizational skills, be fluent in both Spanish and English, and possess a can-do attitude. The AAF offers a competitive salary and an outstanding benefits package.

### Responsibilities and Tasks

---

Primary duties and responsibilities include:

Communications (75%)

- Write, format, and design communications materials as described above
- Update AAF's website
- Post regularly on AAF's social media accounts
- Monitor social media and website analytics
- Help staff with preparation of presentations and meeting materials
- Organize and maintain photo and contact databases
- Organize one to three webinars and/or events per year
- Help train AAF grantees in best practices in communications
- Answer general inquiry emails



a project of  
newventurefund

#### Programmatic and office support (25%)

- Attend and report on meetings or events as assigned
- Assist staff with grant or contract management
- Assist with travel logistics
- Provide administrative and logistical support for the AAF team as needed

All employees of NVF are required to complete timesheets.

#### **Education, Experience, Knowledge, Skills and Ability**

---

- Bachelor's degree in communications or field relating to AAF's mission required.
- At least 2 years of relevant work experience, with proven track record in communications.
- Fluency in Spanish, with strong speaking, writing, and editing skills in both English and Spanish required.
- Required technical skills: WordPress, Adobe InDesign and/or Illustrator or other graphic design programs like Canva.
- Desired skills: Google Analytics, HootSuite, MailChimp, Final Cut Pro and/or Adobe Premiere, campaign management.

#### **Valued and Non-Essential Education, Experience, Knowledge, Skills and Ability**

---

- Demonstrated interest in and knowledge of biodiversity conservation, protected areas, or the Amazon region is strongly preferred, as is experience living or working in Latin America.
- Creative and energetic, with strong attention to detail.
- Ability to work well in a remote work environment with a small team.
- Ability to organize and prioritize work and meet deadlines in a fast-paced environment.
- Common sense, flexibility, and teamwork skills with the ability to exercise independent judgment.
- Must be willing to travel internationally up to 20% of the time.
- Current legal eligibility to work in the U.S. required.

#### **How to Apply**

---

Please send a cover letter, resume including the names and contact information of three references, and two writing samples to: [jobs@andesamazonfund.org](mailto:jobs@andesamazonfund.org). Applications will be considered on a rolling basis, so interested applicants are encouraged to apply soon.

#### **Compensation and Benefits**

---

**Salary range:** \$50,000-\$68,000 for full time, depending on experience and location



a project of  
newventurefund

**Benefits:**

Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in a 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 160 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

**Hiring Statement**

---

Andes Amazon Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**E-Verify:** NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.