



General Fellowship Program Description

We are Northern Virginia's Regional land trust working to protect nearby nature across our region for wildlife, outdoor recreation and public wellness. For over three decades, our organization has worked to maintain the area's open spaces while inspiring and involving future environmental leaders in our vital mission. We are excited to hire a communications fellow for a 9 month term, beginning in September 2026. This fellowship is open to students and young professionals who want to gain communication/marketing experience in the non-profit field and build their portfolio. Fellows work with multiple staff members to accomplish communications and community engagement work, promotion and materials.

This is an opportunity to use your creativity to connect Northern Virginians with conservation. Land protection and restoration of protected land is our business, but connecting everyone with our work is our passion. Land conservation improves life for all, it safeguards cultural heritage, builds defenses against severe weather events, improves communities' access to clean air, water, and recreation, and much more. Communications helps bridge everyday residents of Northern Virginia with the beauty and benefits of nearby nature.

Commitment:

This position will be hybrid-based out of our Annandale office, *with* some work to be completed in the field and/or within our service area for events and meetings. Remote work is possible following training and proven reliability.

This position is paid at a rate of \$18 per hour and will be part-time for 10 to 15 hours per week, most of which should be Monday through Friday 9 am to 5 pm. The fellowship will begin in September of 2026 and conclude in May of 2027, with flexibility given on exact start and end dates.

How to Apply:

This fellowship is focused on individuals in the early career stage who meet the desired qualifications. It is not restricted to college students, and we encourage people from all backgrounds to apply. **Interested candidates should submit a resume, cover letter, and portfolio or examples of your work to cmomero@nvct.org by the end of day Aug 30 for consideration.** Please include "Communications Fellow Application" and your name in the email subject line. Please submit your materials in PDF format titled "LastName FirstName Resume", "LastName FirstName Cover Letter", "LastName FirstName Portfolio."

We Are An Equal Opportunity Employer

Clean water, air, and a safe environment are our shared rights as human beings, and everyone has a role in protecting the land we share. Success depends on everyone having an opportunity to find their role in

land conservation so they can bring their own unique knowledge, perspectives and talents. We accept applicants from a variety of backgrounds, fields, cultures, and identities.

Communications Fellow

The Communications Fellow will focus on communications, marketing, and outreach, working under the Communications Specialist. This intern will be primarily responsible for creating content and graphics for social media, web, and printed materials, while also assisting with outreach, documenting events, and maintaining brand messaging across platforms.

Required qualifications:

- Must be over 18 years old
- Must be able to work in person at occasionally at Annandale office (more at the beginning of the fellowship and then can work towards more remote work)
- Must be able to dedicate a minimum of 10 hours per week for the full period to the fellowship
- Is a responsible candidate who can keep track of their own work
- Strong research and analytical skills
- Experience creating content for various social media platforms
- Proficient knowledge of social media apps such as Instagram, Facebook, and LinkedIn
- Ability to attend/staff occasional events throughout the year
- Strong written communication

Desired qualifications:

- Located in Northern Virginia for the duration of the fellowship
- Knowledge of and interest in environmental science and conservation
- Strong professional communication skills
- Experience in web editing using Wix
- Experience with Canva and Adobe Acrobat
- Background and interest in communications work
- Ability to juggle multiple projects at once and prioritize
- A self-starter attitude and strong work ethic
- Enthusiastic about the work NVCT accomplishes
- Ability to develop a project independently after being given a framework
- Preference given to those pursuing a degree or with strong experience in field pertaining to the role: marketing, journalism, communications, or non-profit work, conservation, ecology, environmental science, or a general interest in outreach, promotion, and communication of environmental science
- Access to a personal vehicle
- Availability at noon on Mondays for all staff meetings
- Knowledge of camera operation, photography, and video production

Key skills learned or honed:

- Web design and webpage creation in Wix
- Social media content planning and analytics in Canva, Instagram, Facebook and LinkedIn
- Graphic design
- Community outreach strategies
- A development for target audiences
- Operations within a nonprofit and regional land trust
- Skills in professional communication, collaboration, and project management