



## Education & Communication Associate Fellowship 2019-2020

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### Organizational Overview

The mission of the Aldo Leopold Foundation is to foster a [land ethic](#) through the legacy of [Aldo Leopold](#). Our mission is broadly interpreted and applied in education and land care through local, regional, and national initiatives. Based outside Baraboo, Wisconsin, we interpret [Aldo Leopold's Shack and Farm](#), a National Historic Landmark, for thousands of visitors each year. Our care of this special place and surrounding areas continues a Leopold family tradition while demonstrating on-the-ground conservation relevant to the 21st century. Through outreach we share Leopold's land ethic and [A Sand County Almanac](#) widely. Utilizing these and other initiatives, [our staff](#) actively engages educators, citizens, natural resource professionals, and private landowners to build a land ethic and improve land health in their own communities.

### Future Leaders Program Overview

Leadership in conservation is a critical piece to solving the ongoing and emerging environmental issues of today. The Aldo Leopold Foundation's Future Leaders Program is designed to provide individuals who have recently completed their undergraduate degree the opportunity to gain experience and grow in seven core areas: conservation leadership, finance and fundraising, applied science and natural history, partnership building, strategic planning, communication, and land ethics. Each of these areas is addressed through a professional development series and applied on-the-job experiences that allow for exploration of each topic and time for each fellow to practice and apply these key elements of leadership. Fellows specialize within one of two program areas, Education & Communication or Land Stewardship, but receive exposure to other program areas and organization-wide efforts.

### Position Impact Statement

Education & Communication Fellows support an array of on-site programs, outreach initiatives, and communications efforts, creating opportunities for audiences to learn about Aldo Leopold, the foundation, and our work to advance a land ethic and land health locally and globally.

### Position Summary

The Education & Communications Fellowship is a unique opportunity to build upon your education and communication background through the legacy of Aldo Leopold. Working side-by-side with experienced staff members, fellows will build a wide array of skills needed to contribute to, conduct, and manage education programs at non-profit conservation organizations through firsthand experience in visitor services, program planning, and program delivery. Fellows will also gain experience in mission-based communications to a variety of strategic audiences. Visitation and programming vary throughout the year, allowing for both periods of high visitor interaction and times of behind-the-scenes work in the office. Fellows will have opportunities to interact with both a diverse range of conservation professionals and the Leopold family, who play active roles in guiding and executing the foundation's mission.

## Essential Duties and Responsibilities

- Lead interpretive tours of the Leopold Shack and the Leopold Center for conservation professionals, high school and college students, adult groups, and the general public.
- Staff the Leopold Center information desk. Tasks include answering phone inquiries about foundation programs and services, orienting visitors to visitation options, selling admission tickets and gift shop merchandise, tracking visitor geography, and promoting annual memberships.
- Help plan, promote, organize, and staff public programs, events, workshops, and/or meeting rentals.
- Assist with social media content creation and curation, as well as e-newsletter development.
- Write news articles and blog posts for the foundation's website, press releases for local media, and grant proposals to support educational programming.
- Design program and event flyers, and contribute to larger interpretive design projects as needed.
- Manage volunteers for tours, events, and special programs as needed.
- Attend professional development trainings focusing on the seven core areas of the Future Leaders Program outlined above. These trainings will constitute approximately 20% of the total fellowship hours.
- Contribute to land stewardship efforts such as prescribed fire, invasive species management, prairie planting, wildlife surveys, and more.
- Become familiar with the life and work of Aldo Leopold and his family while exploring your own connection to and understanding of land ethics.
- Become familiar with the work of all Aldo Leopold Foundation staff and how each staff role contributes to the mission of the organization.
- Other tasks as assigned.

## Qualifications Summary

The Aldo Leopold Foundation seeks applicants who have recently completed their bachelor's degree in an environmental education, environmental studies, or natural-resources related field. Applicants should have excellent communication skills, demonstrated leadership capabilities, and a passion for learning about and executing educational programs for non-profit conservation organizations. Applicants should also be willing and able to lead programs while hiking more than a mile outdoors in all weather conditions amidst a thriving mosquito and tick population. All applicants must be eligible to work in the United States at the time they apply and have a valid driver's license. **Fellows must commit full-time to the entire year-long program.**

## Fellowship Term, Hours and Schedule

The fellowship will begin on Monday, June 3, 2019 and will conclude on May 29, 2020. Education & Communication Fellows will have a Tuesday-Saturday schedule for most of the year, with a Monday-Friday schedule January through April. Typical office hours are 9:00am to 5:00pm daily, although some flexibility in scheduling may be required.

## Fellowship Compensation

Education & Communication Fellows will be paid \$720 biweekly. Fellows also receive 10 days of paid leave. Housing is provided on campus in the [Future Leaders Center](#).

## Approximate Hiring Timeline

March 10: Applications Due

March 13-15: Phone Interviews

June 3: Fellowship Start Date

## Application Procedure

Please send the following application materials to Maria Kopecky, Education Coordinator ([maria@aldoleopold.org](mailto:maria@aldoleopold.org)) by March 10, 2019.

- 1. One-page cover letter**
- 2. Resume (no more than two pages)**
- 3. 300-500 word response to the following prompt:**  
In the spirit of interdisciplinary conservation, Education & Communication Fellows will be provided opportunities to experience tasks historically conducted by [Land Stewardship Fellows](#) and vice versa. What stewardship skills do you hope to develop during the fellowship? How will they contribute to your future success in the conservation field?
- 4. Applicants must also have two academic and/or professional references complete the Fellowship Reference Form located [here](#) by March 10, 2019. Direct link: [www.aldoleopold.org/2019-fellowship-reference](http://www.aldoleopold.org/2019-fellowship-reference)**

The Aldo Leopold Foundation is an equal opportunity employer, and recognizes that just as a healthy ecosystem depends on biodiversity, a healthy human society depends on cultural and social diversity. We are committed to expanding the conversation on land ethics by acting to achieve a rich diversity of staff, board, volunteers, members, supporters, and those we seek to engage with our programming. We encourage applicants to address this foundation goal in their application materials.