Organizational Overview
The mission of the Aldo Leopold Foundation is to foster the land ethic through the legacy of Aldo Leopold. Based in Baraboo, Wisconsin, we manage, interpret, and preserve the renowned Leopold Shack and Farm (a National Historic Landmark), which receives thousands of visitors each year. Our care of this special place continues the Leopold family tradition while demonstrating on-the-ground conservation relevance for the 21st Century. Offsite, too, we reach regional, domestic, and international audiences through a variety of education and land stewardship programs. We impart Leopold’s land ethic as described in A Sand County Almanac—the book for which Leopold is most widely known—actively engaging educators, citizens, natural resource professionals, and landowners to improve land health in their own communities.

The Aldo Leopold Foundation headquarters is in an idyllic setting surrounded by 600 acres of foundation-owned property and an additional 16,000 acres managed collaboratively among public and private landowners as an Important Bird Area (IBA). The Leopold Center, constructed in 2007, is a LEED Certified Platinum “green” building that is home to the foundation’s office space and visitor center.

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 & Communications or Land Stewardship, but receive exposure to other program areas and organization-wide efforts.

Position Impact Statement
Education & Communications 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 communications 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, program marketing, and program delivery. Fellows will also gain experience in mission-based communications to a variety of strategic audiences both in-person and across digital platforms. 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.
- Help plan, promote, organize, and staff public programs, events, workshops, and/or meeting rentals.
- 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.
- Manage volunteers for tours, events, and special programs as needed.
- 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 and organization-wide efforts.
- Design program and event flyers, and contribute to larger interpretive graphic design projects as needed.
- Contribute to fundraising and development efforts such as appeal mailings, donor acknowledgments and appreciation gifts, and welcoming special visitors as they relate to the Future Leaders Program.
- 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.
- Participate in monthly field days to gain experience in and 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 studies, marketing and communications, environmental education, 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 12-month program.**

**Diversity Statement**
The Aldo Leopold Foundation 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.**

**Fellowship Term, Schedule, and Compensation**
This is a limited-term, full-time, non-exempt position. The fellowship will begin on Tuesday June 8th, 2021 and run through May 22, 2022. Fellows will move into the Future Leaders Center on Monday June 7th, 2021. Education & Communication Fellows will have a Tuesday-Saturday schedule for most of the year, with a Monday-Friday schedule in January through April. Forty hours a week can be expected, primarily during normal business hours (9:00 am to 5:00 pm daily), although some flexibility in scheduling may be required. will be paid $10/hour and receive 80 hours of vacation, 48 hours of sick leave, and 48 hours of floating holiday. Housing is provided on campus in the Future Leaders Center.

**Approximate Hiring Timeline**

Applications Due: Sunday March 14th, 2021  
Phone Interviews: March 18- 26th, 2021  
Fellowship Start Date: June 8, 2021

**Application Procedure**

Please send the application materials listed below to our Education Coordinator, Lauren Graves (lauren@aldoleopold.org), and our Evaluation Coordinator, Alanna Koshollek (alanna@aldoleopold.org), by March 14th, 2021. All application materials must be sent as a single file with the subject line "Fellowship2021_YourLastName". Please note that failure to follow these instructions may result in disqualification.

1. **A one-page cover letter**
2. **A resume (no more than two pages)**
3. **300-500 word response to the following prompt:**  
   Describe how you see a land ethic being relevant to issues and opportunities we face in natural and human communities in 2021.

4. **Applicants must also have two academic and/or professional references complete the Fellowship Reference Form located here by March 14th, 2021. Direct link:** [www.aldoleopold.org/2021-fellowship-reference](http://www.aldoleopold.org/2021-fellowship-reference)

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The Aldo Leopold Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, or any other characteristic protected by law. In addition to federal law requirements, ALF complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.