Contract Opportunity: Our Virginia Outdoors Coalition Coordinator

About Our Virginia Outdoors:

Established in 2022, Our Virginia Outdoors is a coalition of land trusts, trails advocates, and urban conservation groups advocating for dedicated funding for natural resources in Virginia. We have seen through years of participation in the state budget process that General Fund appropriations will never meet the levels needed to combat the growing development pressures, accelerating impacts of climate change, and the increasing demands placed on our natural resources of Virginia. We believe that establishing dedicated funding is necessary to supplement General Fund appropriations to meet these challenges.

We are looking for a part-time contractor (20 hours per week) who will help coordinate this coalition's activities, including during the Virginia General Assembly's legislative sessions, in a non-lobbying capacity.

About the Position:

The Coalition Coordinator will work collaboratively with the coalition to maximize member participation, conduct outreach to grow the coalition, and be responsible for performing multiple administrative functions. They will be responsible for scheduling and coordinating logistics for coalition meetings, steering committee meetings, recording and maintaining minutes and all other documentation of meetings and activities, compiling and distributing monthly reports describing coalition efforts, initiatives and outreach to coalition members, and facilitating on-going communication between all members. Additionally, the Coordinator will maintain the coalition's website and social media presence on Twitter, Instagram, and/or Facebook by generating content describing the coalition's activities, and draft email alerts and communications for coalition members and those who sign up for updates through the coalition's website. The Coordinator will also be a thought partner helping to coordinate and develop a legislative plan for establishing dedicated funding.

Responsibilities:

- Administrative support for regular Our Virginia Outdoors meetings, including agenda construction, coordinating virtual and in-person meetings, and generating analytic reports to members.
- Build relationships with constituents including land conservation, trail, environmental groups, and partners throughout Virginia.
- Conduct outreach through social media, press releases, and other venues to raise awareness of the coalition and recruit new members.
- Generate social media calendar and content describing coalition activities and goals.

- Compile and share regular updates on coalition activities with members through email updates.
- Provide support as needed to coalition members organizing events.
- Maintain Our Virginia Outdoors social media presence.
- Represent Our Virginia Outdoors on committees, meetings, community events, and conferences
- Create resources to help policymakers understand the importance of dedicated funding for natural resources in Virginia
- Maintain effective communications and relationships with policy makers, decision makers, and agency leadership
- Educate policy makers, decision makers, and their staff on the importance of the outdoors
- Provide policy analysis of land conservation, outdoor recreation, and, other policy-related information and resources to members, policymakers, media, and others

Requirements:

- Bachelor's degree and at least 2 years working for community-based agencies or organizations. Some knowledge of outdoor, trail, or park advocacy and/or land conservation is required.
- Understanding of Virginia's government executive branch and General Assembly desired.
- Exceptional organizational skills, aptitude with websites and social media, ability to work with diverse groups.
- Strong interpersonal skills, written and verbal communication and ability to meet deadlines.
- Excellence in Microsoft Suite, Google suite, Zoom and other administrative softwares.
- Strong website and social media skills including: Wordpress, Facebook, Instagram, Twitter, and LinkedIn.
- An entrepreneur spirit, detail-oriented, and passion for Virginia's outdoors.

Budget and Timeline: $50 per hour (this is a contract position and does not include staff benefits).This is a one-year position starting in April 2026 with potential for extension.

Location: This is a remote position with preference to candidates in Virginia.

Application Process: Interested applicants should complete **this Google Form** by **5:00 pm on March 11, 2026.**

This position is fiscally sponsored by Virginia Conservation Network. The Coordinator will report to the Our Virginia Outdoors Steering Committee and communicate a work plan with the oversight lead for Virginia Conservation Network.