



Job Description

Title: Conservation Fellow

Location: Coachella, California

Reports To: Conservation Program Manager

Summary: The Council of Mexican Federations in North America (COFEM) is seeking a passionate, energetic, self-motivated, and committed **Conservation Fellow** to join COFEM's Coachella Valley team. COFEM is a non-profit organization devoted to advancing the rights of the immigrant community. Our mission is to empower immigrant communities to be full participants in the social, political, economic, and cultural life of the United States and their country of origin. We accomplish this work by uniting, strengthening, and expanding our member organizations to better advocate, educate, engage, and mobilize our communities; to help realize the American Dream, preserve, and share their cultural traditions and help improve the lives of families and friends in their country of origin.

The **Conservation Fellow** will assist the Conservation Program Manager in accomplishing all conservation program goals and initiatives to protect, expand and preserve National Conservation Lands and California's Desert. In addition to supporting the Conservation Program's educational and recreational objectives. The Conservation Fellow will work collaboratively with the Coachella team as required by the Conservation Program Manager to accomplish COFEM's strategic mission and shared vision related to the Conservation Program.

Responsibilities:

- Assist in coordinating and implementing in-person and virtual outreach events to engage the Coachella Valley communities in COFEM Conservation Programs advocacy efforts and activities.
- Assist in the coordination and implementation of series of workshops, town halls, trainings, and recreational outings.
- Assist Conservation Program Manager in creating social media content including but not limited to photos, videos, graphics, and draft posts in English and Spanish to engage community members in the Conservation Program advocacy efforts and program goals.

- Assist the Conservation Program Manger to communicate and mobilize Public Lands Defenders, civic promoters, and other community members to join COFEM's Conservation Program advocacy efforts.
- Create postcards, flyers, and other handouts as needed in English and Spanish to increase community outreach.
- Engage Public Lands Defenders and civic promoters in COFEM's Conservation Program activities to retain their participation.
- Work with Latinx, Spanish-speaking, and immigrant communities to increase knowledge and support for National Conservation Lands and California's Desert.
- Build and develop strong relationships with community members, partner conservation organizations, elected officials, small business owner, school district, local elected officials, local media representatives, and other key community stakeholders to support advocacy actions.
- Conduct presentations before community organizations, Clubs and affiliate organizational members, Civic Promoters, Public Lands Defenders, and/or volunteers.
- Attend conferences, meetings, trainings, webinars, and/or certification programs.
- Other responsibilities may be assigned related to the Coachella Conservation Program.

Required Skills and Experience:

- A strong, personal commitment to conservation of California deserts. A demonstrated passion to protect public lands is preferred.
- Applicants must live in the Coachella Valley.
- Excellent and Proven communications skills- both written and oral- for presentations, reports, grants, advocacy alerts and blogs in English and Spanish.
- Experience in conservation activism and community organizing within the public, private, or non-profit sector are strongly preferred, though not required.
- Experience managing social media accounts (Facebook, Instagram, and Twitter) for a non-profit organization or campaign is a significant plus.
- Experienced in event coordination, and facilitation.
- Demonstrated commitment to working with the immigrant and Spanish speaking community.
- A willingness to work collaboratively with people of diverse backgrounds and interests.
- Significant interpersonal skills including team building.
- A willingness to travel and conduct field work in remote locations.
- Capacity to be self-directed and self-motivated in your work.
- Advanced in Microsoft Office programs such as Word, Excel, and PowerPoint, in addition to cloud base programs.
- Demonstrate ability to be creative, flexible, and well-organized.

Education Requirements:

Bachelor's degree in environmental science, geography, geology, policy, and natural resources or a related field is highly preferred. Education requirements may be waived if the candidate meets the above skills and experience or is currently pursuing their bachelor's degree in a related field.

Salary:

Salary range: \$18.00 to 19.00 per hour depending on experience.

This is a full-time, at-will, non-exempt position that is contingent to end based on the programs' deliverables and the funds available. The person hired will work 40 hours per week. Office hours are Monday- Friday 8am-4:30pm. This position will require at times to work on weeknights and/or weekends, and at various locations.

How to Apply:

COFEM is an equal opportunity employer and does not discriminate. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Application Deadline: June 17, 2022, or until position has been filled. Please send a cover letter, and resume with two – three work references to admin@cofem.org.