



Environmental Defenders of McHenry County

Job opening: Communications & Membership Specialist – *new position!*

We offer a positive and creative working environment with one of the most well-known, highly respected and effective environmental organizations in McHenry County, IL

We are an environmental non-profit, membership organization serving all of McHenry County. We offer our staff both an independent working environment and a team experience. We provide a chance to connect with others in the environmental and conservation movement and the opportunity to truly make an impact in the area of environmental advocacy.

THE ORGANIZATION: The Environmental Defenders of McHenry County is celebrating its 50th anniversary of bringing Education and Advocacy in the areas of environmental preservation and protection to all in McHenry County. The organization has made and continues to make profound and lasting impact on the environmental health for all living things through special projects, advocacy work, and educational initiatives. We are known for programs and action that have lasting impact and offer a positive experience for those we serve and employees alike. The Environmental Defenders is home to and fiscal sponsors of the McHenry County Schools Environmental Education Program (MCSEEP) and fiscal sponsor of the Citizens' Climate Lobby, McHenry County Chapter. The Defenders, as we are affectionately known, owns and operates two used book stores, one in Woodstock at the office location and the other in Crystal Lake. The Defenders initiated the formation of The Land Conservancy of McHenry County and successfully advocated for the formation of the McHenry County Conservation District.

- The Defenders organizes grassroots volunteer participation through seven Action Teams: Water & Natural Resources Protection, Waste Reduction, Transportation, Recycling, Education, Membership and Fundraising.
- Our organization engages the public at the grassroots through stewardship opportunities such as restoration workdays, river clean-ups, clean energy initiatives, waste reduction programs, and advocacy efforts, for example.
- We connect with environmental clubs and classes in our county's many schools.
- We are in the process of applying for a proposed community solar farm through *IL Solar for All*.
- We believe in the opportunity for a healthier environment for everyone, no matter a person's station in life or cultural background.

THE POSITION: We are looking for a part-time Communications & Membership Specialist to both effectively communicate our mission and vision and increase our membership base.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Experience organizing and coordinating multiple projects.
- Experience writing, editing and proofreading.
- Experience with social media platforms.
- Experience related to membership database platforms.

DESIRED QUALIFICATIONS

- A minimum 5 years' related experience or equivalent combination of education and experience.
- Knowledge of other languages and cultures, Spanish language preferred.
- Background in environmental work or conservation.
- Positive and outgoing work ethic.
- Familiarity with McHenry County.

KEY RESPONSIBILITIES:

- Perform outreach and communication duties and monthly Membership renewals.
- Develop media relations networks.
- Apply knowledge of current and evolving trends in relevant disciplines.

THE LOCATION: The Environmental Defenders of McHenry County is based in Woodstock, IL while its work and impact include the entire county. McHenry County is a beautiful place to live because of its open spaces and outdoor adventure opportunities from hiking to kayaking; environmentally minded individuals and progressive environmental record; and quaint and historic Main Street towns, including those along the Fox River. Woodstock itself is a town square model with a central gazebo, an opera house, specialty shops, excellent restaurants, coffee houses, and a movie theater. It is the seat of the county government and close to public transportation. It also offers electric vehicle charging stations provided to the City of Woodstock by The Defenders, thanks to a generous grant.

WHY SHOULD YOU APPLY?

- Help grow and diversify an organization in its 50th year.
- Work independently as well as in a team environment with Executive Director, Board Members and volunteer Action Teams.
- Connect and collaborate with other environmental and conservation professionals.
- Excellent part-time schedule.

HOW TO APPLY

To apply to this newly created position **submit cover letter outlining the reasons you are a great candidate, resume and writing sample to the contact and address below.** We will begin reviewing applications on September 1 and continue until position is filled.

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