

## POSITION ANNOUNCEMENT

**Job Title:** Communications Specialist  
**Location:** Washington D.C.  
**Expected Start Date:** April 1, 2017  
**Position Type:** Full-time

### ENVIRONMENTAL INCENTIVES, LLC

Environmental Incentives designs performance-driven approaches to conservation, aligning public and private sector objectives to create resilient water, land and wildlife resources. EI is a consulting firm that integrates adaptive management into decision-making to help public- and private-sector organizations improve the performance of their conservation and development investments. Environmental Incentives is a small and growing company with three offices across the US.

- Western Office (headquarters) - South Lake Tahoe, CA
- Eastern Office - Washington, DC
- Mountain Office - Denver, CO

### OPPORTUNITY

Environmental Incentives is seeking a mid-level Communications Specialist to help us inspire changes in key audiences' knowledge, attitudes, and behavior to improve international biodiversity programming. The Communications Specialist will support the communications efforts of *Measuring Impact*, a five-year initiative of USAID's Forestry and Biodiversity Office led by Environmental Incentives as prime, in partnership with Foundations of Success and ICF International. The project works to improve USAID biodiversity project design through adaptive management and evidence-based programming.

It is anticipated that this position will be full-time and based at Environmental Incentives' office in Washington, D.C. Regular interaction with the Lake Tahoe office is expected.

#### Primary Duties

- Support implementation of *Measuring Impact's* outreach and knowledge management strategy to reach USAID and other key audiences.
- Assist with final production of *Measuring Impact's* technical and non-technical documents: quality control, copy edit and design, coordination of production processes.
- Coordinate with appropriate USAID staff and contractors to ensure that communications products, webinars, and in-person events are appropriately packaged and disseminated to most effectively reach target audiences.
- Develop communication strategies for individual products and events.
- Populate an Outreach Tracking Log and track dissemination of communications products and events. Harmonize communications tracking with MI monitoring systems. Contribute to project reporting.
- Plan events, including virtual meetings, workshops, and a close-out meeting.
- As necessary, assist with message refinement of the existing *Measuring Impact* Outreach and Knowledge Management Strategy.

### QUALITIES & EXPERIENCE SOUGHT

We are seeking a candidate with the following qualities and experience:

#### Experience & Expertise

- 2-5 years communications experience;
- Demonstrated success in the design and implementation of communication strategies focused on achieving measurable goals related to key audience engagement and action;
- Strong writing and editing skills;

- Bachelor’s degree in Journalism, Communications, International Development, Environmental Science, or related field;
- Experience distilling technical material for use by varied audiences;
- Proficiency in use of graphic design software (e.g., Adobe Illustrator, InDesign, Photoshop) preferred;
- Demonstrated ability to collaborate on strategy and planning while being highly productive in working independently to contribute to achievement of group objectives;
- Demonstrated experience in event planning; and
- Experience with USAID preferred.

### Qualities & Characteristics

- Problem-solving orientation with a desire and ability to work independently and contribute to collaborative solutions
- Highly organized with excellent verbal and written communication skills
- Strong work ethic and commitment to timely delivery of high-quality products
- Commitment to Environmental Incentives’ core principles

## TRAVEL REQUIREMENTS AND BASE STATION

The position will be based in Washington D.C. with occasional domestic travel.

## COMPENSATION

EI offers competitive compensation and benefits packages commensurate with experience and fit to position needs.

## HOW TO APPLY

To apply, please send a cover letter, resume and two sample communication products you have developed to [hr@enviroincentives.com](mailto:hr@enviroincentives.com) with ‘Communications Specialist’ in the email subject line. Candidates will be reviewed as applications are received and the position will be filled as soon as the appropriate candidate is identified.

### What happens next?

While resumes, cover letters and writing samples allow us to screen for certain characteristics, they don’t always let us know who you are and the particular qualities and skills you possess. Therefore, we will ask qualified candidates to complete a hiring exercise in order to better determine alignment with Environmental Incentives’ principles and position expectations. Candidates who perform well on the hiring exercise will be invited to interview with the Environmental Incentives team.

## EQUAL OPPORTUNITY EMPLOYER

Environmental Incentives is an equal opportunity employer and does not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, sexual orientation or national origin.