



CHIKAMING OPEN LANDS
PROTECTING THE LAND ~ PRESERVING OUR HERITAGE

Position Title: Communications Specialist
Reports to: Development Director
Classification: Full-time, Non-exempt, Salaried Employee

Position Overview

Chikaming Open Lands (COL), a land trust operating in Berrien County, Michigan, seeks a Communications Specialist. The position is responsible for the production of communications and marketing materials designed to raise community awareness of Chikaming Open Lands' (COL) mission. The Specialist will also assist with management of donor and communications databases. The Specialist may also participate in fundraising, education and outreach, and stewardship activities, as needed. The position reports to the Development Director.

Primary Duties and Responsibilities

1. Outreach Communications
 - a. Develop and produce print and electronic materials such as newsletters, brochures, and press releases to promote activities within the community to increase awareness of and support for COL.
 - b. Create and manage content for COL's website and social media platforms.
2. Donor Communications
 - a. Assist with production of appeal letters, renewal letters, and acknowledgment letters.
 - b. Assist with production of other print and electronic materials for recruitment, cultivation, and solicitation of donors.
 - c. Assist with management of donor and communications databases.

Ancillary Duties and Responsibilities

1. Development and Fundraising
 - a. Assist with fundraising and donor stewardship activities and events as assigned by the Development Director.
2. Education, Outreach, and Stewardship:
 - a. Attend and participate in education and outreach programs, as needed.
 - b. Attend and participate in stewardship activities, as needed.
3. General Administration:
 - a. Provide general clerical and administrative support, and other duties as assigned by the Development Director or Executive Director.

Qualifications

The successful applicant will have a minimum of a Bachelor's degree in communications, marketing, graphic design, land conservation, or related field(s). At least one (1) to two (2) years previous communications or related experience in the field of conservation or natural resources is preferred. Strong writing, organizational, and interpersonal/communication skills are required. Requires proficient computer skills and prior experience with web/social media content management. Expertise in website development is preferred. Expertise in graphic design is desirable. Applicant should be a self-starter with the ability to collaborate with a team and interact with a wide variety of audiences. Ability to work occasional evenings and weekends is required. Ability to work in office and outdoor field environments is required. A passion for land conservation is required.

Employment Terms

The position, located in Berrien County, Michigan, is full-time with an expected starting salary of \$40,000 – 45,000, depending on qualifications and experience. Typical working hours are 9 am to 5 pm, Monday through Friday, with occasional evening and weekend hours required. Benefits include paid time off, healthcare expense reimbursement, and matching retirement plan.

To Apply:

Submit cover letter and resume with three professional references by email to Ryan J. Postema, Executive Director, at rpostema@chikamingopenlands.org by **June 20, 2026**.