



## **Job Description**

### **Marine Program Associate**

WildAid is a growing unique and dynamic global wildlife conservation non-profit based in San Francisco with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid manages a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and capacity building. WildAid's Marine Program designs and applies effective enforcement solutions, focusing on building capacity for our local partners, to deter illegal fishing and strengthen the protection of priority marine areas for the benefit of endangered wildlife, marine ecosystems, fisheries, and coastal communities.

Reporting to the Marine Senior Program Manager, the Marine Program Associate will support Marine Program communications, fundraising, administration/ operations, and other project needs. This role is hands-on and may evolve as the Marine Program continues to expand.

#### **Primary Responsibilities**

- Developing and reviewing programmatic communications, including blog posts, social posts, newsletter, and updating website content
- Fundraising support, including grant KPI and report tracking, research, and copyediting;
- Project-based support, including sourcing images, liaising with graphic designers, working with translators, and shipping products as needed
- Admin support including calendar management, contract drafting, and meeting planning;
- Data entry (e.g. salesforce logging, staff meeting updates, etc.)
- Event support, including building or editing PowerPoint presentations, staffing booths, ordering swag, and donor engagement
- Travel logistics, including: updating marine team contact info, keeping copies of travel docs and itineraries for all trips, ensuring that travel authorizations are filled out
- Ability to participate in meetings with international partners, including some meetings that may take place outside of normal business hours (infrequent)
- Other programmatic support as needed

#### **Qualifications**

- Bachelor's degree with 3+ years of experience in fundraising, marketing, or event planning roles
- Detail oriented and a proactive problem solver
- Tech savvy, some knowledge of HTML desired
- Great writing skills
- Good research skills
- Highly organized
- Experience using ArcGIS / GIS software, Salesforce, Mailchimp, and Adobe Suite desired
- Proficient in Microsoft Suite, Google tools, etc.
- Bilingual (Spanish/ English) preferred
- Some international development, environmental, or conservation experience desired

#### **Location and Compensation**

# WILDAID

This role may be performed from WildAid's office in San Francisco, or from a remote office location in California. Applicants must be based in and work in the State of California to be considered. Work shall be performed during regular business hours on Pacific Time. This is a full-time, non-exempt role with a pay range from \$25.00 to \$30.00/ hour, commensurate with skill, experience, and internal equity. Competitive benefits package includes: Employer-sponsored medical coverage and life/AD&D insurance; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

## **Equal Opportunity Employer**

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.

## **How To Apply**

To apply, please send your resume/CV, and a brief cover letter to [jobs@wildaid.org](mailto:jobs@wildaid.org). Applications will be considered on a rolling basis until the role is filled.

The successful applicant must meet the requirements of WildAid's background screening process, and be ready to provide references and complete writing samples upon request.