



National Alliance of Forest Owners

## NATIONAL ALLIANCE OF FOREST OWNERS Communications and Government Relations Fellow

### About NAFO

The National Alliance of Forest Owners (NAFO) is the voice for private forest owners in Washington, DC. NAFO is a national advocacy organization focused on advancing federal policies that support the long-term economic, social and environmental benefits of sustainably managed privately-owned forests. NAFO member companies own and manage more than 45 million acres of private working forests – forests that are managed to provide a steady supply of timber. NAFO’s membership also includes state and national associations representing tens of millions of additional acres.

### Position Summary

NAFO is seeking creative, dependable and highly motivated fellows to assist in the administration of a sophisticated advocacy communications program. Based in Washington, DC and reporting to the Director of Communications, NAFO Fellows will be responsible for helping to implement the day-to-day activity of NAFO’s communications and advocacy function. The ideal candidates will be natural communicators and creative problem solvers, interested in how to influence public policy, with a commitment to learning and growing within the fellowship experience.

### What you will learn by doing (Responsibilities):

#### *Strategy*

- How to assist in the daily execution of NAFO’s communications strategy.
- How to creatively reach and engage highly targeted audiences.
- How to work collaboratively across members, industry, allies, partners, and vendors.
- Research that yields understanding of policy and the different advocacy tactics used by stakeholders.

#### *Communications Program Administration*

- How to monitor media and social media, identify opportunities and make actionable recommendations, and report on performance metrics.
- How to develop social media posts and website content, work through review and approvals, and assist in the daily management of NAFO’s website and social media program.
- About strategic media engagement by assisting with written media materials including pitches, briefing documents, statements, op-eds and letters to the editor.
- Generally supporting an office and other duties as assigned.

#### *Advocacy Support*

- How to assist in the development of messaging and materials for Hill advocacy, including fact sheets, briefing materials and visuals with the support of outside vendors.
- Strategies to prioritize work based on most pressing advocacy needs in an ever-changing policy environment.
- Ways to support the coordination of advocacy activities including Hill briefings and events, in close collaboration with the Government Relations team.

### What you should already know (Preferred Skillset):

- First and foremost, NAFO Fellows should have excellent written and oral communication skills with experience in social media and excellent computer skills, including Microsoft Office.
- Dependability, flexibility, and ability to maintain confidentiality.
- Openness to learning and growing within the fellowship experience.
- NOTE: Experience with the forestry sector is **not** required, but an interest in sustainable forestry and forest products is ideal.

**Time Commitment:** The ideal candidates will commit to a fulltime schedule Monday-Friday, with exception to coursework and other school requirements. There are Spring, Summer, and Fall sessions.

**Session Deadlines:** Spring Session – January 15 Summer Session – May 15 Fall Session – September 31

**Compensation:** Full time fellows can earn up to \$2,400 per month.

**Interested?** Send your resume, a recent writing sample and a brief introductory email, with the subject line “NAFO Fellowship” to [jobs@nafoalliance.org](mailto:jobs@nafoalliance.org).