

Friends of Ottawa National Wildlife Refuge

Storytelling and Media Volunteer

Job Description

Friends of Ottawa National Wildlife Refuge (FONWR), a 501(c)(3) nonprofit corporation located in Oak Harbor, Ohio is seeking a volunteer who shares our passion for engaging the FONWR members and the public in increasing conservation knowledge and awareness with a focus on the Ottawa National Wildlife Refuge Complex and the FONWR.

JOB TITLE

Storytelling and Media Volunteer

LEVEL

Assistant

ACCOUNTABILITY

Reports to the Executive Director. Works with Outreach Committee.

TIME COMMITMENT

Flexible based on volunteer availability. Must be able to meet established deadlines for press and print communications. Approximately 2–4 hours per month

JOB SUMMARY

Help inform, inspire, and engage FONWR members and the broader public by crafting compelling communications that increase awareness of conservation efforts, programs, events, and impact at Ottawa National Wildlife Refuge.

DUTIES AND RESPONSIBILITIES

Specific duties include:

- Drafting press releases (approximately 2x/month) to share Friends news and events
- Assisting with newsletter content and layout
- Supporting brochure content and development
- Other duties as agreed upon by the Executive Director and the volunteer

SKILLS NEEDED

- Basic understanding of using software programs such as Word, Canva, and Google Docs to prepare written material
- Strong written communication skills
- Ability to translate conservation work into clear, engaging messages

INTER-RELATIONSHIPS

Contact with FONWR staff, members of the press, FONWR members and the public

WORKING CONDITIONS

All of the work is performed remotely via email or Zoom

COMPENSATION

- Satisfaction in increasing conservation awareness and community engagement
- Opportunity to sharpen writing, media, and communications skills
- Collaboration with a team dedicated to making Ottawa National Wildlife Refuge a premier destination

NEEDED ATTRIBUTES

- Ability to communicate effectively, both verbally and in writing
- Ability to work collaboratively with staff and volunteers
- Ability to learn and use communication software tools
- Respect for natural resources and commitment to conservation values

CONTACT

For more information or to express interest in being a Storytelling and Media Volunteer, please contact:

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