



***Emerald Necklace Natural Infrastructure Social Media/Video/
Web Content Development
Summer 2021 Fellowship***

Amigos de los Rios /The Emerald Necklace Group is a legacy 501(c) 3 non-profit environmental justice; community based natural infrastructure design organization committed to planning and implementing convergent natural infrastructure projects for the benefit of residents of the East Los Angeles Basin. This Landscape Scale Vision, entitled the 'LA Basin Emerald Necklace' protects biodiversity, provides greening benefits to underserved communities and integrates nature and urban forestry within the city at a variety of scales. Our proposed 'Mountains to the Sea' interconnected watershed-scale system of multi-objective parks, green spaces, trails and green school campuses stretches from the San Gabriel Mountains to the Pacific Ocean. The goal of implementing this vision is to protect and enhance ecosystem services while improving equitable recreation opportunities, reducing impact of climate change and protecting public health outcomes for urban residents.

Under the supervision of the Managing Director and in collaboration with our professional partners and key agencies, the Natural Infrastructure Social Media/Video/Web Content Development Fellow will use their existing literacy of environmental and social issues and ability to research, review, curate, and produce social media and communications in alignment with our values and mission. The Fellow must possess the skills and mindset required to follow our outline to locate relevant content, research & curate vibrant connections to other peer groups, create new photographs, graphic design elements, audio/video productions and illustrations in support of the planning, community based design, and implementation of the Emerald Necklace Vision and growing our base of support. Applicants MUST be literate about natural infrastructure issues and possess strong Graphic Design Skills (high Proficiency in Adobe Creative Suite), Video & Audio technical skills (Video Editing Software), and relevant Media formats, including social and professional media content, and are expected to complete accurate, precise outlines and comprehensive videos, communications, and content production assignments relevant to a multitude of grant funded community based projects.

The Emerald Necklace Team is dedicated and passionate about 'nature based' urban infrastructure, environmental justice, nature based recreation, and expanding green space throughout LA County. We're searching for like-minded individuals with strong a work ethic and desire to take responsibility for creating positive changes to the built environment. This is a great opportunity for recent college graduates or entry- level professionals who are seeking key community based design experience and project management experience of public grant funded projects focused on social justice and equity. We have a sense of purpose and urgency to make change.

Essential Duties:

- *Prepare and orchestrate a comprehensive outline of appropriate content for an array of social media outlet, our website and constant contact communications in alignment with our grant tasks and mission, including: Linked in, Instagram, Facebook, Twitter, Constant Contact and Web Content.*
- *Follow and contribute to our evolving style guide/standard creation for various forms of content required for successful grant implementation.*
- *Research and Prepare content outlines for a growing catalog of short project related videos; social media posts, work on existing media projects, research missing materials, and best practices for leveraging social media and content production for our cause.*
- *Ability to research and bench mark peers in natural infrastructure sector – establish effective social media benchmarks and produce content within allowable budget and style guide content formats, track cost estimates of content implementation to ensure we are within grant budgets.*
- *Research, Outline Content, Write Copy, illustrate, Photography, Illustration and Graphic Design as required to effectively communicate with management and create content for our projects.*



- *Establish and maintain effective project management processes with root grants we are executing and highly functional working relationships with co-workers, project partners, and community and agency partners.*
- *Keep up Content Production records and meet scheduled deadlines on a daily basis: Daily correspondence to team partners, written and verbal reports to Managing Director - impeccable Project Binder and Server Files.*
- *Ensure we are meeting grant project content goals and stipulations as required by grant contracts.*

Qualifications:

- *Environmental Literacy relative to optimizing benefits of social media for a cause and appropriate content creation for Emerald Necklace Convergent infrastructure and environmental justice work.*
- *Ability to set up and manage a sustainable content archive that allows team to effectively organize, produce and access content.(EG Google Drive and Server Archive Files)*
- *Excellent Communication Skills, Adaptive Management Abilities, Effective Listening, Quick Responses to required edits and proactive team contributions.*
- *Bachelors/Masters' Degree or equivalent experience with environmental and social justice content production/video production/graphic design; Passion for Environmental Protection, Social Equity.*
- *Excellent Demonstrated skills in content outline, graphic design, writing and verbal communication.*
- *Demonstrated high-level proficiency in Photography, Videography, Video Editing Software, and Sound Engineering, Voice Overs, Adobe Creative Suite, and WordPress.*
- *High Level Knowledge of developing content appropriate for various Social Media Outlets – strengths, opportunities setting achievable bench marks with each type of social media.*
- *Impeccable organizational skills, Ability to prioritize multiple tasks and deadlines, working both independently and as an effective part of a team in a flexible manner.*
- *Willingness to collect content in the field as required – photography, video, testimonials.*
- *Passion for and familiarity of principles of environmental justice, sustainable landscapes/natural infrastructure – urban forestry, climate changes issues.*
- *Ability to quickly research topics and distill appropriate content.*
- *Interest in Water & Air Resources Protection, Climate Change & Carbon Drawdown, Biodiversity and Habitat Restoration, Environmental Justice , Active Transit, Parks and Nature in the City.*
- *Current valid United States driver's license/ Ability to lift 25-40 pounds. Skills as required to navigate to project sites and conduct effective field work independently.*
- *Excellent skills in Microsoft Office Suite (specifically Excel, Word, PPT and Outlook.*

We encourage all interested applicants to apply for this competitive fellowship position by emailing your

Resume, Cover Letter, 3 Professional/ Academic References and Content Portfolio to:

info@amigosdelosrios.org **We look forward to hearing from you!**