

## Community Officer

Conservation Optimism is looking for a committed and appropriately skilled person to join our Community Team. As the Community Officer, you will be responsible for administering and growing the [Conservation Network of Optimists Worldwide. 'ConservationNOW'](#), a network of over 175 organisations that all uphold the vision of Conservation Optimism.

You will be welcoming new members into the network, ensuring regular email communications with all members, and supporting the Community Manager in the development of the network. Join our international community of optimists to inspire positive action for the planet!

Time commitment: volunteer role - 3-4 hours per week

Responsibilities:

- Onboarding and handling requests from new ConservationNOW members;
- Communicating with current ConservationNOW members to update their details in our database;
- Responding to email queries from ConservationNOW members and other conservation organisations;
- Writing and sending regular email updates to ConservationNOW members.

Ideal Qualities:

- Familiar with topics related to conservation;
- Good networking skills;
- Strong attention to detail;
- Good organisational skills;
- Experience in community/network building;
- Flexibility to work with a global team spread across multiple time zones.