October 2026

VINEYARD CONSERVATION SOCIETY JOB DESCRIPTION
TITLE: VCS Advocacy and Programming Coordinator (part-time)

ABOUT VINEYARD CONSERVATION SOCIETY

Originally formed in 1965 by a small group concerned with the preservation of the natural habitats of the island of Martha's Vineyard, today VCS takes a broad view of conservation. In addition to traditional land protection, addressing the Island's current and future environmental challenges increasingly requires an informed and mobilized public. Through public education, local political advocacy, and legal defense work, we promote community action in pursuit of a healthy environment and sustainable future.

COMMUNITY CONTEXT FOR OUR WORK

There is a widespread sense of urgency for this work, but the challenges are complex. Martha's Vineyard's extraordinary natural resources attract so many admirers that the population swells more than tenfold during the summer months, leading to singularly difficult threats to the island's natural resources and to affordable year-round living. VCS has long recognized that the island must manage a delicate balance of human and environmental needs, and the organization takes a thoughtful approach to conservation, paired with a patience and passion for navigating the interpersonal complexities within a diverse island community.

PURPOSE

The VCS Advocacy and Programming Coordinator will help advance environmental community action consistent with the VCS mission. VCS believes that strong and mindful environmental advocacy and action are critical to the long term health and well being of the Island and its wild and human communities.

The desire is to effect change on local environmental issues while building the capacity and profile of VCS, making contacts in the community, and mobilizing members and volunteers.

While the VCS mission includes a wide range of environmental work, there are currently specific focus areas: open space protection; climate change; curbing growth and development; habitat health; and single use plastic reduction. Priority areas periodically change and the small staff and collaborative working style will allow this position the ability to help define future priorities and strategize most impactful approaches.

VCS has a broad scope of work and a small staff. It is expected that staff members support one another with their work. As such, the position will assist with writing for newsletters and other platforms and may also aid in media product design, with fundraising efforts and events, as needed.

REPORTING RELATIONSHIPS

The Advocacy and Programming Coordinator will work with staff and the VCS Board of Directors under the supervision of the Executive Director.

KEY RESPONSIBILITIES

- Support the Director of Advocacy with implementation of public advocacy and other campaigns that advance VCS strategic goals and priorities; including strategizing community organizing around an issue and identifying regulatory change in service to open space, environmental protection and climate change.

- Organize and lead meetings and address individuals and groups, projecting a positive image of VCS and advancing VCS's priorities for Martha's Vineyard's natural and human health.

- Manage work plans to advance campaign goals. This may mean tracking multiple town governmental meeting schedules, requesting appearance on agendas as needed, holding public info sessions and public hearings.

- Identify partnerships, building connections among colleagues and in the community with projects that enlist members and volunteers, to advance specific VCS programs and advocacy goals.

- Design and implement events and programming that support specific advocacy goals and educate the community, building a body of activated environmental advocates. This will include managing the details for successful programs such as enlisting speakers, coordinating travel, venues and collaborators.

- Coordinate with VCS Communication Coordinator to ensure meetings and events are well promoted and reported.

- Prepare and deliver written and oral testimony to the Martha's Vineyard Commission (regional planning agency), town boards, Annual Town Meetings and other bodies and forums in support of VCS causes and concerns.

- Draft compelling written communications for VCS print and online media.

QUALIFICATIONS AND SKILLS

- Ability to develop and oversee projects from inception to completion, including working on multiple projects concurrently, both independently and as a member of small teams in a

dynamic and creative environment; meeting deadlines and responding quickly to changing opportunities.

- Experience with community engagement and organizing. Knowledge of the dynamics of the Vineyard community is ideal, or an excitement for developing that knowledge and for being an active community participant.

- Ability to research issues, recognize topline details and distill for team members.

- Comfort speaking in public forums advocating for the environment on sometimes sensitive or difficult issues.

- Ability to work well with the VCS Board of Directors, staff, committees, and volunteers, as well as forge collaborations and work in effective partnerships with nonprofit colleagues, scientists, teachers, town and regional governments, etc. A general enthusiasm for a team approach and for creative, collaborative problem solving.

- A positive energy that will attract both those convinced of and those with hesitations about VCS's agenda.

- An unswerving commitment to making Martha's Vineyard and VCS an equitable and diverse community where every resident is valued and can enjoy the unique Island environment.

- Passion for protecting the land, water, wildlife and community character of Martha's Vineyard.

- Fluency in Mailchimp, Canva, and Google Workspace.

COMPENSATION AND BENEFITS

This position is 20hrs/wk at $35/hr. Once established there may be some opportunities to have a hybrid schedule, with some hours from home, but many activities, including regular staff and working group meetings, require in person attendance. Some meetings and events will be outside normal work hours.

TO APPLY

All candidates should submit a cover letter and detailed resume to jobs@vineyardconservation.org.

Vineyard Conservation Society is an Equal Opportunity Employer. Research shows that underrepresented groups apply to jobs only if they meet 100% of the qualifications. VCS encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.