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**Position:** Digital Outreach Assistant

**Location:** Virtual

**Supervisors:**

April Brown, Digital Outreach Coordinator, The Archaeological Conservancy

Nikki Mattson, SE Region Field Representative, The Archaeological Conservancy

**Organization Description:**

The Archaeological Conservancy is a 501(c)(3) nonprofit organization that identifies, acquires, and preserves the most significant archaeological sites in the United States. Since its beginning in 1980, the Conservancy has now preserved over 550 sites across the nation, ranging in age from the earliest habitation sites in North America to a 19<sup>th</sup>-century frontier army post. We are building a national system of archaeological preserves to ensure the survival of our irreplaceable cultural heritage.

**Position Description:**

Assist the Archaeological Conservancy's Digital Outreach Coordinator in creating social media, video, and web content for The Conservancy's digital platforms to include Facebook, Instagram, Pinterest, YouTube, and Twitter.

**Key Responsibilities:**

Organize and create digital media that can be incorporated into a format that informs and educates the public about The Archaeological Conservancy's mission. This includes assisting in the creation of our next Virtual Tour Video (<https://www.archaeologicalconservancy.org/virtual-tour-video-series-2020/>) on the prehistoric burial site of Windover in Florida through research, organizing archive footage and photos, video and photo editing.

Other sites may include but are not limited to the Byrd Hammock Site in Wakulla County, Waters Pond in Gilchrest County or the Walraven Site in Putnam County.

*An ideal candidate will have:*

- Basic knowledge of Florida prehistory
- Strong research skills
- Experience with a variety social media platforms
- Strong written communication skills
- Experience in photo or video editing using Adobe Premiere, After Effects, and Illustrator.
- Experience operating a drone (would be a bonus)

*All candidates must:*

- Have access to internet, laptop, and printer.
- Have basic to intermediate computer skills that include using email, calendar programs, and Cloud sharing services.
- Be comfortable learning and applying new software to include a variety of Adobe applications. *Distance training can be arranged with April Brown, if needed.*