

## **Position Description**

**Position Title: Communications Associate**

**Reports To: Chief Advancement Officer**

**FLSA Status: Non-Exempt**

**Type: Part-time, Temporary**

**Payband: 1**

### **POSITION OVERVIEW**

Friends of the National Arboretum seeks a part-time Communications Associate to help implement FONA's fundraising and program communications. Assignments will include email production in Constant Contact; design work, using templates, in Canva; and may include creating event registration and donation forms in GiveCloud; and related communications activities.

### **ABOUT US**

Friends of the National Arboretum (FONA) is a nonprofit membership organization working to preserve and enhance the U.S. National Arboretum (USNA) in Washington D.C. and bring this remarkable resource to life as an important part of the city and region. Founded in 1982, FONA has served as the Arboretum's primary nonprofit partner for over 40 years and funds critical operations, youth education programs, visitor services, and infrastructure improvements.

### **ABOUT YOU**

The ideal candidate will have experience with the following:

- **Experience:** 1-2 years of hands-on experience with email production, preferably in Constant Contact.
- **Technical Proficiency:** Demonstrated experience using Constant Contact or similar email clients and design in Canva.
- **Attention to Detail:** Able to follow brand standards and adhere to provided copy.

### **EXPECTED CERTIFICATES AND LICENSES**

- Driver's License preferred
- First Aid is encouraged (can attain through professional development after hire)

### **PHYSICAL DEMANDS**

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for long periods of time

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Prior to employment, FONA may conduct a background check, including criminal and sexual offender checks, as well as verification of both education and employment.

### **WORK SCHEDULE**

The Communications Associate may work approximately 10-15 hours per week, though work load may vary, and no commitment to a minimum number of hours is offered. FONA prefers a candidate who is local to the U.S. National Arboretum but will consider fully remote work for this position.

**Compensation:** \$20 - 24/hour dependent on experience

**Expected start date:** October 2026

### **TO APPLY**

Please send a cover letter and resume, with the subject line "Communications Associate [Your Name]" to [jobs@fona.org](mailto:jobs@fona.org). Applications will be reviewed on a rolling basis after September 29.

*Friends of the National Arboretum is an equal opportunity employer. We believe participation across a broad-spectrum of human experiences and backgrounds is necessary. We value different skills, identities, education levels, and generations on our team, and are committed to creating a just and inclusive environment for all.*