



Job Title: Media Archive & Photography Coordinator

Location: San Rafael, CA

Department: Marketing

Reports to: Director of Marketing & Communications

FLSA Status: Contract/Temporary Project-Based Role (Initial 3-Month Term)

Salary: \$25/hour

Mission

WildCare is a 501(c)(3) nonprofit wildlife hospital and environmental education center, located in San Rafael, California. Every year, our wildlife hospital takes in nearly 3,500 orphaned or injured animals and our education programs reach over 35,000 people. We lead the way in showing people how to live well with wildlife through a complete cycle of respectful, and humane practices. With programs in wildlife care, animal advocacy and nature education, WildCare is a voice for wildlife throughout the San Francisco Bay Area and beyond.

Position Summary

WildCare is seeking a highly organized and detail-oriented Media Archive & Photography Coordinator to support a major organizational initiative focused on organizing, archiving, and strengthening WildCare's photo and video asset systems.

This role will help centralize and manage WildCare's growing library of photography, video, and digital media assets to improve long-term accessibility, historical preservation, storytelling capabilities, and cross-departmental usability. The position will also support the creation of new photography assets needed for current communications, organizational, and operational priorities.

This project-based role is expected to run for an initial three-month period, after which responsibilities and long-term role alignment will be reevaluated based on organizational needs, project progress, and overall performance.

Key Responsibilities

- **Media Archive Organization & Asset Management:**
Lead the organization, cataloging, tagging, and archiving of WildCare's historical and current photo and video assets into a centralized and accessible system. Help create consistent naming conventions, folder structures, metadata organization, and long-term asset management workflows.

- **Photography & Visual Asset Creation:**
Capture and edit photography assets needed for organizational use, including staff portraits, departmental photography, event coverage, facility documentation, wildlife-related content, and other visual assets requested by the Marketing & Communications department.
- **Media System Development:**
Assist in evaluating and improving WildCare's overall media storage and retrieval systems to help support long-term organizational storytelling, communications, historical preservation, and operational efficiency.
- **Cross-Departmental Collaboration:**
Coordinate with departments across WildCare to identify, collect, organize, and archive media assets while helping determine future photography and visual asset needs.
- **Content Support:**
Assist the Marketing & Communications department with identifying and locating archived assets for current storytelling, campaigns, publications, social media, website content, presentations, and organizational initiatives.

Qualifications

- Strong organizational skills and attention to detail
- Experience with photography, photo organization, and digital asset management
- Ability to manage large quantities of digital files and maintain organized systems
- Familiarity with Google Drive, Dropbox, or other cloud-based storage systems
- Basic photography and photo editing experience preferred
- Experience with Adobe Lightroom, Photoshop, Canva, or similar creative tools preferred
- Ability to work independently and manage long-term projects
- Strong communication and collaboration skills
- Familiarity with WildCare's existing media systems and historical assets preferred
- Passion for wildlife, conservation, nonprofit work, or visual storytelling strongly preferred

Additional Details

- This is an initial three-month project-based role beginning in June, with opportunity to extend
- Position will maintain at least one in-office workday per week in San Rafael
- Additional onsite days may be required for photography needs or project coordination
- Future responsibilities and role structure will be reevaluated following the initial project period

How to Apply

Please submit your resume, a brief cover letter outlining your interest and qualifications, and any relevant work samples (e.g., website, email, or writing samples) to crystalbeasley@discoverwildcare.org.