



## **JOB DESCRIPTION: COMMUNICATIONS COORDINATOR**

**OCTOBER 2018   BISHOP, CALIFORNIA**

### **POSITION & RESPONSIBILITIES SUMMARY**

Join Eastern Sierra Land Trust's growing team in beautiful Bishop, CA, and you'll be working each day to protect the land, water, and wildlife that make this region so special. We're looking for a detail-oriented self-starter to become our Communications Coordinator. The Communications Coordinator will be responsible for leading the ESLT team on planning and executing our communications strategies. The Communications Coordinator is supervised by the Executive Director. This position is part time, hourly and could become full time immediately for the right candidate. The Coordinator will work closely with the Executive Director and Philanthropy Manager, providing timely and effective support to ensure donor relations and organizational communication needs are met.

### **Duties and Responsibilities to include but not limited to:**

- Work with Executive Director to insure high quality communications, consistent look, and compelling messaging.
- Manage the design, production and mailing of periodic SierraScapes Newsletter.
- Manage website updates and social media.
- Lead the design, production and distribution of electronic monthly newsletter.
- Manage the design and production of outreach & education materials.
- Lead media outreach efforts by creating and distributing media releases, community calendar announcements, ads and event advertising.
- Create an annual Communication Plan.
- Collaborate to create effective and compelling membership materials with donor centric writing.
- Assist with outreach and fundraising events, activities, and programs for members, donors, and the community from development to implementation to follow-up as requested by supervisor.
- Manage graphic documents, images, and media releases and files.

### **Qualifications/Required Skills:**

- Knowledge of ESLT's programs.
- Excellent computer proficiency, specifically: Microsoft Office, InDesign, and web based outreach tools such as Constant Contact.
- Ability to work collaboratively and independently.
- Skill in managing multiple projects and/or programs. Ability to layout work tasks, identify resources to complete projects, focus his/her own work, complete tasks on deadline, on budget and of a high quality.
- Solid writing and editing skills and experience developing public information materials; donor-centric writing a plus.

- Attention to details and desire to learn.
- Enthusiasm for preserving the vital lands of the Eastern Sierra.
- Ability to communicate warmly and clearly in person, over the phone, and through email; a good awareness of self.
- Ability and desire to be in a work environment that values working as a team, relationships, and giving and receiving honest feedback.
- Ability to work some evening and weekends.
- Valid California Driver's license and reliable transportation.
- Bachelor's degree from an accredited four-year college or equivalent experience preferred.

**This position reports to the Executive Director.**

### **Compensation and Benefits**

This position is part time, non-exempt and hourly at 30-40 hours per week. Salary is commensurate with experience and skills (\$17 - \$22 per hour), with paid leave. Some weekend and evening work; some out of town and overnight travel. Based in Bishop, CA.

**Please direct cover letter and résumé to: Kay Ogden, Executive Director, [kay@eslt.org](mailto:kay@eslt.org)**

Apply via email by to Kay Ogden, Executive Director. Include cover letter, resume and at least three references, two of which should be managers or supervisors. No phone calls or drop-ins regarding this position please. Applications without a cover letter will not be considered. Our intent is to fill this position in a timely manner; open until our top candidate is found. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

*Established in 2001 and Accreditation Renewal in 2016, Eastern Sierra Land Trust (ESLT) works with willing landowners to protect working farms and ranches, rare wildlife habitat, and a rural heritage that harkens back to the days of the great American frontier. We work in California's Eastern Sierra, a 14,000 square-mile region rich in wildlife and natural beauty and steeped in the history and legacy of the old West. Through strategic conservation easements that afford permanent protection for private land, ESLT enters into legal agreements with willing landowners to safeguard their land for scenic, agricultural, recreational, habitat, and watershed values. This healthy balance of sustainable uses ensures a strong local economy and protection for natural areas, wildlife habitat, and migration corridors.*

*Preserving the Eastern Sierra goes beyond protecting the land with legal tools. Our community outreach engages and inspires the public to take responsibility for protecting the Eastern Sierra's rural legacy. Youth are a special focus, as our next generation will soon be responsible for making decisions about land use and management. By instilling the value of conservation, we encourage an ethic of land protection that will last for decades to come. Educational activities include birding and natural history field trips, trips to wildlife migration corridors, habitat restoration projects, creative writing and art workshops, and pollinator and native plant gardens.*