



JOB DESCRIPTION: COMMUNICATIONS COORDINATOR

**FEBRUARY, 2021
BISHOP, CALIFORNIA**

POSITION & RESPONSIBILITIES SUMMARY

Join Eastern Sierra Land Trust's 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; this position is remote until safe to work in the office environment due to COVID related safety measures. The Communications Coordinator will be responsible for leading the ESLT team on planning and executing our communications strategies, and is supervised by the Executive Director/CEO. This position is part time, hourly (10-15 hours per week) and could have additional hours for the candidate with proven graphic design experience. The Coordinator will work closely with the Executive Director/CEO and Philanthropy Director, providing timely and effective support to ensure donor relations and organizational & educational communication needs are met.

Duties and Responsibilities to include but not limited to:

- Work with Executive Director/CEO to ensure high quality communications, consistent look, and compelling messaging, in a timely manner.
- Manage website and social media.
- Lead the design, production and distribution of monthly electronic newsletter.
- Collaborate on the design, production and distribution of outreach & education materials.
- Manage media outreach efforts by creating advertising within the budget; create and distribute media releases.
- Create and report on an annual Communications Plan.
- Collaborate to create effective and compelling membership materials with donor centric writing.
- Manage graphic documents, images, and media releases and files.
- 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 the production and mailing of periodic SierraScapes Newsletter; design aspect is optional.

Qualifications/Required Skills:

- Knowledge of ESLT's programs.
- Excellent computer proficiency, specifically: Microsoft Office and web-based outreach tools such as Constant Contact.
- Experience with Wordpress, InDesign and Photoshop preferred.
- Ability to work collaboratively and independently.
- Skill in managing multiple projects; 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 a desire to learn.
- 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.
- Bachelor's degree from an accredited four-year college or equivalent experience preferred.

ORGANIZATIONAL RELATIONSHIPS

1. Supervised By: Executive Director/CEO
2. Employees Directly Supervised: N/A
3. Other: Works with Operations Director, Philanthropy Director and other staff as requested.

Compensation and Benefits

This position is part time, non-exempt and hourly at 10-15 hours per week; additional hours for larger projects for the candidate with graphic and design experience. Salary is commensurate with experience and skills (\$17 - \$22 per hour), with accrued paid leave. Some weekend and evening work; this position is currently 100% remote due to COVID-19 related safety precautions, however the ideal candidate will live in the Bishop area.

Please direct cover letter and résumé to: Kay Ogden, Executive Director/CEO, kay@eslt.org

Apply via email and 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.