



**COMMUNICATIONS MANAGER
JOB DESCRIPTION
SEPTEMBER 2021**

POSITION & RESPONSIBILITIES SUMMARY

Eastern Sierra Land Trust (ESLT), an accredited conservation organization based in Bishop, CA., is looking for an experienced, professional and detail-oriented candidate to become our Communications Manager. The Communications Manager position is key within the organization, and will work closely with the Executive Director/CEO to lead ESLT's communication with our donors and the public through fundraising appeals, newsletters (hard and digital), social media, website updates and media outreach. This position is four-days per week, non-exempt with accrued benefits, and will join the fast-paced and dedicated ESLT team.

Duties and Responsibilities to include but not limited to:

- Work with Executive Director/CEO to ensure on-point, high quality and professional communications that have consistent branding and compelling messaging, in a timely manner that is consistent with ESLT's Strategic Plan.
- Work with the Executive Director/CEO and Philanthropy Director for effective donor relations, fundraising, and organizational & educational materials utilizing donor centric writing.
- Create, implement, analyze and report on the annual Communications Plan on a quarterly basis.
- Lead the design, creative content, production and distribution of our monthly electronic newsletter and our semi-annual mailed newsletter.
- Collaborate on the design, production and distribution of outreach & education materials with the Education Coordinator & AmeriCorps member.
- Update website, and create and post all social media.
- Manage media outreach efforts by creating and submitting approved announcements and advertising within the approved budget, and create and distribute media releases.
- Manage graphic documents, images, media releases and all digital files.
- Assist with outreach and fundraising events, activities, and programs for members, donors, and the community from creation, to implementation, to follow-up as requested by supervisor.

Qualifications/Required Skills:

- Knowledge of ESLT's mission and programs.
- Excellent computer proficiency, specifically Microsoft Office, Dropbox and Google.
- Experience with Wordpress, InDesign and Photoshop, and Constant Contact.
- Skill in managing multiple projects simultaneously; the ability to organize tasks; identify resources to complete projects on deadline and budget; and of high, consistent quality.

- Solid writing and editing skills, graphic design, and experience developing public information materials; donor-centric writing a plus.
- Attention to details and a desire to learn.
- Ability to work both collaboratively and independently, and with a diverse audience.
- 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 fast-paced, dedicated and professional 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 32 hours per week; additional hours for large projects happens occasionally. Salary is commensurate with experience and skills (\$18 - \$30 per hour), with accrued health benefits and paid leave. Some weekend and evening work is included with limited travel. This position is based in Bishop, CA. and works primarily at the ESLT office. However, due to COVID-19 related safety precautions, some work may be done from your home office if you live locally.

COVID-19

ESLT is committed to protecting and enhancing the welfare of its employees during the COVID-19 pandemic. As a condition of employment, all newly hired employees must abide by ESLT's COVID-19 policies and procedures. ESLT requires that employees be vaccinated for COVID-19 prior to visiting or working in ESLT's office or conducting any travel or in-person meetings on behalf of our organization. If you are hired for this position, ESLT will require proof that you have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

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

Apply via email and include a sample of your writing as a cover letter, résumé, a sample of your graphic design, and at least three references, two of which should be managers or supervisors. No phone calls or drop-ins, please. Our intent is to fill this important and open position in a timely manner. 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.

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Established in 2001 and Accreditation Renewal in 2016, Eastern Sierra Land Trust (ESLT) works with willing landowners to protect working farms and ranches and wildlife habitat in California's Eastern Sierra, a 14,000 square-mile region rich in natural beauty. 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.