



Communications Director Job Posting

Friends of the Inyo is seeking to fill its Communications Director position. The Communications Director is a full-time permanent position that reports to the Executive Director and utilizes communication strategies and production skills to help achieve Friends of the Inyo's goal of protecting and caring for the public lands of the Eastern Sierra.

Duties and Responsibilities

- Collaborate with staff to develop a communication plan for each year including newsletters, event promotion, fundraising appeals, and other goals
- Produce The Juniper (monthly e-newsletter) and Jeffrey Pine Journal (bi-annual 20-page magazine) by developing content, delegating tasks, designing graphics, etc.
- Manage the organization's website by creating blog posts, event listings, updating pages as needed, coordinating with web designer for programming changes, and ensuring all content published maintains a professional consistent voice
- Produce several events annually including the Owens Lake Bird Festival and Backcountry Film Festival. This includes managing locations, vendors, donations, volunteers, promo, budget, etc.
- Assist in developing quarterly appeal strategies including execution and production of physical or digital deliverables
- Assist in developing quarterly appeal strategies including execution and production of physical or digital assets
- Manage the organization's social media accounts
- Develop other emails such as action alerts, event-follow-ups, auto-response emails, etc.
- Act as the first point of contact for the organization by responding to general emails, social media messages, blog post comments, or at events

Desired Professional Qualifications

- Outstanding communication skills including writing, design, and interpersonal skills
- Proven project-driven work experience including managing multiple projects simultaneously and completion of projects on time, on budget, and of high quality
- Skilled in Adobe Suite applications including InDesign, Photoshop, Lightroom, and Premier
- Detail-oriented, organized, creative, and a self-starter
- Passion and knowledge of the Eastern Sierra

The starting salary is offered at \$23 per hour. Friends of the Inyo offers generous benefits including health insurance, retirement, and other incentive programs. To apply, please submit a resume and cover letter to wendy@friendsoftheinyo.org by Sunday, May 16, 2021.

Friends of the Inyo is committed to creating and fostering a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We invite any and all interested parties to apply.