



## **Communications Assistant Position Description**

Great Old Broads for Wilderness is a national grassroots organization, led by women, that engages and inspires activism to preserve and protect wilderness and wild lands. Please visit our website at [www.greatoldbroads.org](http://www.greatoldbroads.org) for more information.

**Position Summary:** The Communications Assistant works with the Communications Director to develop marketing communications materials in alignment with the organization's brand and voice to advance Broads' mission. Communications include, but are not limited to the website, bulk e-mails, e-news, fundraising promotions, and Broadband chapter support materials. This person helps to ensure Broads' achieves optimal outreach to members, media, donors, and targeted public sectors within Broads' demographic and other organizations. This is a part-time position that reports to the Communications Director.

### **Key areas of responsibility:**

- **Website (50%) –**
  - Assist with ongoing website updates, content generation, design/redesign, and improvements.
  - Monitor site content to ensure information is complete and current.
  - Monitor site for broken links or page problems.
  - Assist with updates on the website for our annual fundraiser, the Wild for Wilderness online auction, including promotions, posting of auction items, photos, and misc. content.
  - Assist with gathering analytic data for reporting purposes and evaluation.
- **Email communications (25%)**
  - Assist with development and distribution of bulk emails for promotions, action alerts, membership renewal campaigns, Wild for Wilderness Online Auction, year-end appeal, etc.
  - Update CRM database and Constant Contact with email bounces and unsubscribes
  - Assist with PR distribution
- **Social Media (10%) –**
  - Assist with scheduling of social media posts, events, etc.
  - Monitor social media for problems, inappropriate posts, etc.
  - Posting and cross posting (on partner pages) for auction and other promotions.
  - Pull reports to evaluate reach and engagement.
- **Other Communications/Activities (15%) –**
  - Assist with photo downloads, gathering, and organization.
  - Update/refresh misc. materials for reprints (i.e.: bookmarks, envelopes)
  - Assist with merchandise designs, logo prep, color selection.
  - Assist with video production.

**Qualifications/Skills Needed:**

- Bachelor's degree or comparable experience developing print and online communications materials.
- Strong writing, editing, spelling, and verbal communication skills.
- Strong ability with Adobe Creative Suite, (primarily InDesign, Illustrator, Photoshop, and Dreamweaver) as demonstrated by portfolio.
- Experience with Wordpress and basic understanding of HTML.
- Experience with Premier, After Effects, and Audition a plus.
- Proficient in Microsoft Office applications (Word, Excel, Powerpoint), Google Tools (Docs/Drive/Calendar), and email/internet/social media applications.
- Must have strong understanding of file sizes, formats, and preparing files for printing.
- Detail oriented and organized.
- Experience with multi-tasking in a fast-paced, deadline-driven work environment.
- Enthusiasm for Great Old Broads for Wilderness mission and programs, experience working or volunteering on conservation issues a plus.
- Desire to work in a small, collaborative, and closely-knit office with a dedicated and fun-loving team.
- Self-directed, self-motivated, efficient, energetic, with a good sense of humor.
- Ability to work independently as well as with supervision.

**Work Schedule & Compensation**

- This position is a part-time (20 hours a week), hourly position based in Durango, CO.
- Salary range is \$15–17 per hour, based on experience.
- Benefits include 1-week personal time off (40 hours) and 9 paid holidays
- Great Old Broads for Wilderness is an Equal Opportunity Employer.

**How to Apply**

Please send cover letter, resume, design portfolio, and writing sample to [admin@greatoldbroads.org](mailto:admin@greatoldbroads.org).  
Position will be open until filled.