



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 more.
- Produce The Juniper, (monthly e-newsletter), Jeffrey Pine Journal (bi-annual 20-page magazine), The Juniper, including the development of content, delegating tasks, designing graphics, etc.
- Manage the FOI website including creating blog posts and events, creating and updating pages as needed, ensuring all content published is professional and carries a tone and voice consistent with all other communication, and executing any other necessary changes to the website.
- 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 and execute and produce physical and digital appeals.
- Develop other emails such as Action Alerts, event-follow-ups, manage auto-response emails, etc., and manage FOI's social media accounts
- Respond to emails sent to our info@friendsoftheinyo.org email address. Act as the first point of contact for the organization and field tasks as needed.

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, a self-starter
- Passion and knowledge of the Eastern Sierra

The starting salary is offered at \$23 per hour. 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.