Communications & Outreach Coordinator  
Part Time, Contract Position

The Utah Society for Environmental Education (USEE), a 501(c)3 nonprofit, is the statewide leader in promoting high quality environmental education in Utah. USEE is working to build a culture of environmental literacy, knowledge and action to create a sustainable future for Utah. As the Utah affiliate of the North American Association for Environmental Education, USEE is the statewide professional organization for environmental educators, providing programs, professional development, community engagement and opportunities for advocacy. These efforts will help ensure economic, social, and environmental sustainability for Utah.

USEE is seeking a motivated individual for Communications & Outreach Coordinator, a part-time role.

Responsibilities:
- Assisting with the development of a content calendar and marketing plan for USEE’s social channels
- Developing content for social channels, including Facebook, Instagram and Twitter
- Moderating the Utah EE Community Facebook Page and posting relevant content
- Writing and creating visual assets for USEE’s monthly newsletter
- Updating USEE’s website
- Conducting outreach for USEE Events, including our Monthly Webinar Series, EE Community Calls, Utah Green Schools Workshops and other events
- Occasionally representing USEE at virtual events
- Additional mission-aligned projects depending on need

Qualifications:
- An interest in the environment and environmental education
- Experience with Google Suite, Hootsuite, MailChimp, Canva, Airtable and Joomla - if candidates don’t have experience with all platforms, we understand! If you have an aptitude for learning tech tools and an eye for design we encourage you to apply.
- We are a fully remote workplace. We ask that contractors supply their own computer and internet access. However, all qualified candidates are encouraged to apply. If necessary, we may be able to provide these tools.

Commitment:
- 5-15 hours/week commitment with a negotiable work schedule
- Regular attendance and preparation for virtual check-ins to give and receive updates on projects
- Coordination of communication about projects with USEE’s committees, directors, and board

Compensation:
- $15-17/hour
- Please note that this is a contract position through June 30, 2021 with the possibility of extension.
- As a contractor, you will have the ability to set your own schedule but you will need to be available for one check-in on a weekday between the hours of 10am-4pm.

To Apply:
- Please send your resume and a cover letter to Alex Porpora, director@usee.org
- Applications will be accepted through February 1st, 2021