



## Utah Diné Bikéyah

- a non-profit supporting Native Tribes working together to **Protect Bears Ears** -

[www.utahdinebikyah.org](http://www.utahdinebikyah.org)

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### **Communications Coordinator Position Announcement**

Contact: Gavin Noyes, Executive Director, [protectbears@protectbears@gmail.com](mailto:protectbears@protectbears@gmail.com)

#### **Organizational Background**

Utah Diné Bikéyah (UDB) is a 501(c)(3) nonprofit organization with a mission to preserve and protect Native American cultural and natural resources on public lands in San Juan County, Utah. Through Native grassroots community engagement, UDB is assisting the Hopi, Zuni, Ute Mountain Ute, Ute Indian Tribe, and the Navajo Nation to establish strong collaborative management and a land management plan that supports traditional activities and resources for Bears Ears National Monument. UDB works to change policies and integrate traditional knowledge, and strengthen communities by collecting and organizing Native wisdom in cooperation with tribal nations. For more information, please visit [www.utahdinebikyah.org](http://www.utahdinebikyah.org).

#### **Position**

This is a full-time (40 hours/week) position. Salary is based on qualifications and experience. Reporting to the Executive Director, the Communications Coordinator position requires that organizational mission, programs, and activities are effectively communicated to the media, funders, and the public. The below responsibilities will be shared by two people (UDB's communications team). Position will be based in Salt Lake City, Utah and occasional travel will be required. Native American hiring preference.

#### **Job Responsibilities Include**

- Revise and implement a comprehensive communications plan to include social and traditional media, fundraising, web, and print publication materials
- Manage communications channels (Facebook, Twitter, Instagram, Redditt, E-Newsletter, etc.) and produce assets (memes, audio, video, print publications, etc.)
- Write and edit UDB communications (e-newsletter, op eds, press releases, etc.)
- Respond and track media requests, and stories
- Update website
- Coordinate and strategize with Communications Co-Coordinator and other staff
- Work with consultants (media, graphic design, web, etc.)
- Coordinate graphic design, brand management, and merchandize development

#### **Skills and Knowledge**

- Undergraduate or Master's Degree in Communications, Public Relations, or a similar field of study
- 1-2 years of experience in public relations, writing, or related field
- Excellent writing and inter-personal communication skills
- Cross-cultural understanding of traditional Native American Tribes and communities

#### **Application Instructions**

Application deadline is January 12th. Qualified candidates should send a resume, letter of interest, writing sample, and two references by email to [protectbears@protectbears@gmail.com](mailto:protectbears@protectbears@gmail.com).

#### **Disclaimer**

This description reflects UDB's best effort to describe the functions and qualifications of this position. It is neither a contract, nor an exhaustive statement of duties, responsibilities, or qualifications.