



Utah Chapter of the Inland Ocean Coalition

Communications and Events Coordinator Job Description

Job Description

The Utah Chapter of the Inland Ocean Coalition (IOC) seek a part-time Communications and Events Coordinator to grow the Utah Ocean Coalition's presence and impact in Salt Lake City and beyond.

The Campaign Coordinator will work remotely in coordination with IOC headquarters in Boulder, CO for 5 hours/week to provide spearhead communications for the chapter and coordinate local events. May work some weekends and evenings.

Duties and Responsibilities

- Work with IOC Headquarters to coordinate communications strategy, including through social media, the IOC newsletter, and local policy engagement opportunities on important ocean and water legislation
- Grow the Utah Ocean Coalition's presence and following on social media
- Develop a social media best practices guide to be shared with other chapters
- Plan and participate in local outreach events, including documentary screenings, ocean-themed happy hours, fundraisers, tabling events, etc.
- Track chapter outreach through social media and events
- Track local sign-ups and send data to IOC headquarters to be entered into database
- Send bi-monthly reports to IOC headquarters

Qualifications

- Must be computer savvy and proficient in excel, Hootsuite, Canva and/or graphic design software, and Google Drive
- Must be social media savvy and able to post engaging, informative content in a professional manner
- Positive attitude, resourceful approach, and comfortable with a highly collaborative work environment
- Self-starter, able to initiate work, complete tasks, pay attention to detail and meet deadlines with minimum supervision
- Ability to juggle multiple projects with superb accuracy and a smile
- Keen interest in environmental issues/plastic pollution/watersheds/ocean stewardship
- Excellent written and verbal skills
- College graduate or current college student with previous work experience in this field

Please submit a cover letter, resume, and 3 references with contact information to Christine Evans, Program Manager and Chapter Development, at cevans@inlandoceancoalition.org. Please make the subject line: "Communications and Events Campaign Coordinator."

6 month position (with potential to extend dependent on funding), 5 hours a week at \$10/ hour

