San Luis Valley Ecosystem Council
Communications Manager (CM) Position
*Training for position to begin Monday August 14th 2023.*

**SLVEC Background:**
SLVEC’s mission is to protect and restore the biological diversity, ecosystems, and natural resources in the Upper Rio Grande Basin by balancing ecological values and sustainable human needs. The San Luis Valley Ecosystem Council (SLVEC) is a 501C3 nonprofit incorporated in 1998 by a group of citizens concerned about impacts to public lands around the San Luis Valley in Southern Colorado. We believe in the power of education, stewardship, community involvement, and public advocacy. Our current campaigns include preventing development in ecologically sensitive regions of Wolf Creek Pass; expanding wilderness designation in the Southern Rockies; granting long-term protection, such as a National Conservation Area (NCA) to sections of the Rio Grande in the south end of the Valley; encouraging recreation planning through SLVGO; developing renewable energy infrastructure; and supporting initiatives and policies that protect wildlife corridors, which usually means providing public comment to public land managers. SLVEC is also currently on a few community advisory boards that focus on climate change resiliency.

**CM Job Description:** SLVEC is seeking a self-motivated, competent, and passionate communications manager to promote the non-profit’s mission. This is a fully remote, part-time contractor position. The hourly wage is $25.00 an hour with opportunity to work up to 50 hours a month. The CM reports to and works closely alongside SLVEC Director Christine Canaly. Anyone interested in this work, regardless of professional background, is encouraged to apply. However, experience in writing communications, community engagement, social media, or environmental activism is preferred. Residents of the San Luis Valley will be considered before non-locals. The new CM will be trained in late August.

**Job Tasks and Expectations:**
- Promote SLVEC’s mission, campaigns, projects, events, etc. on all social media accounts (Instagram and Facebook)
- Write and publish monthly, educational blogs for website and social accounts
- Create engaging and diverse social posts several times a week
- Design, write, and publish monthly newsletter
- Produce occasional graphics and videos for social accounts or blogs
- Perform general website maintenance (Wix)
- Manage contact list, subscriptions, and general file organization
- Respond promptly to inquiries from the public via your slvec email
- Assist with yearly fundraising efforts and design social media strategies for gaining donations
- Support SLVEC Director with strategizing campaigns and planning events
- Write and send donation acknowledgments and record donations
- Meet with SLVEC Director weekly, via zoom or in the Alamosa office
- Generate quarterly social media reports to present to SLVEC board
- Attend quarterly board meetings
- Increase social followers/engagements and gain new supporters and donors

Requirements:

- Passionate about protecting the San Luis Valley and the environment
- Excellent written and oral communications skills
- Technologically savvy
- Ability to summarize and communicate complex environmental issues to the public
- Proficiency or willingness to learn Word, PowerPoint, Wix, and Canva
- Good eye for design
- Willingness to learn and adopt new skills
- Socially/culturally sensitive and aware
- Background in design, writing, social media, outreach, or environmentalism preferred.
- Understanding of the complex environmental issues in the San Luis Valley and familiarity with local ecology, culture, and geography
- Professional, well-organized, and timely
- Self-directed
- Reliable internet connection
- Spanish speaker is a plus
- Experience with community engagement

How to Apply:
Applications will be reviewed in the order that they are received. Applications should be submitted by August 4th, 2023. To apply, email the following information to Isabel@slvec.org

1. Current Resume

2. Cover letter: Briefly describe your interest in this position and why you would be a good fit for the job. Also, what is your favorite part about living in the San Luis Valley? Which of our projects/campaigns are you most interested in?

* (Optional, but strongly encouraged) Send any examples of current or past social media posts, blogs, articles, etc. that demonstrate your strengths in design, writing, or campaign outreach.