

**Job Description
Communications Assistant
Grand Staircase Escalante Partners
Kanab, Utah 84741**

Introduction: Grand Staircase Escalante Partners (GSEP) is a non-profit 501(c)(3) organization with offices located in Kanab and Escalante, Utah. GSEP was organized in 2004 and through a Financial Assistance Agreement is an official Friends group of the Bureau of Land Management (BLM) that manages the Grand Staircase Escalante National Monument (GSENM). The organizational purposes are to provide volunteers and other resources (staff and money) for scientific research, education services and conservation projects for GSENM, and to advocate for the strongest possible conservation management.

Hours: 10-20 hours per week during the week days, with occasional weekend or evening events support required.

Pay Range: \$15- 20 an hour, depending on experience.

Location: Flexible, though within the gateway communities of the Grand Staircase-Escalante National Monument strongly preferred. Depending on the applicant, work from a home office may be an option.

Primary Duties

- Keeps website fresh, excited and updated.
- Solicit articles and manage photographic and text production and review of a quarterly Partners newsletter. Takes the lead in drafting and finalizing the electronic Partners newsletters. Prepares polished newsletters for member bases quarterly.
- Assists staff with writing and/or reviewing brochures, flyers, posters or other forms of publications, including press releases. Places purchase orders for media materials.
- Manage the photo files for Partners.
- Manage GSEP merchandise for member gifts and purchase, specific duties will vary depending on the location of the incumbent.
- Manage the membership list and send out tickler notices on a monthly basis to lapsed members. Respond to member requests and needs.
- Manages and distributes public outreach through the GSEP Website, Facebook, Twitter Instagram and blog activities through coordination with GSEP staff. Frequently gets onto these media services when working to refresh the content.
- Talks to GSEP staff searching for information and stories that are appropriate for the Partners social media. This may include getting information from other sources, such as Conservation Lands Foundations, Colorado Plateau Coalition, Friends Grassroots Network, Escalante River Watershed Partnership, etc.
- Assists other Partners staff with use of social media activities when requested.
- Manages/updates member contact information and distributes *E-Blasts* (electronic blasts) using membership databases.

Qualifications

- Proficient in Microsoft Office and Google Docs.
- Excellent written communication skills and email etiquette.
- Basic understanding of social media operations and must have or be willing to create a personal Facebook and Instagram profile.
- Experience in email marketing and/or WordPress front end development is preferred.