



Events and Outreach Associate
Job Description
Spring 2022

Location: Jackson, Wyoming

Supervisor: Director of Communications and Outreach

Work Schedule: Full time

Anticipated Salary Range: \$45-50,000 annually plus competitive benefits and a \$400/month housing stipend

JHLT Mission: To protect and steward the treasured landscapes of Northwest Wyoming.

Position Description: The events and outreach associate will plan, promote, and execute a slate of year-round events and support the Jackson Hole Land Trust's landowner, donor, and greater community outreach strategies through targeted digital, print, and in-person communications.

Core Responsibilities:

Event Coordination

- Plan and execute all events across the organization (4-6 major events annually plus smaller events) including permitting; vendor management and payment; location research and creation of site maps; setting run of shows and staff/volunteer scheduling; and set up and decoration
- Work within event budgets and seek in-kind sponsorships to offset event costs
- Draft event invitations, reminders, and follow-ups
- Promote community events in partnership with the director of communications and outreach, including drafting press releases, posting to community calendars and the JHLT website, and creating content for social media
- Track event RSVPs and attendance in Raiser's Edge database
- Gather event feedback, analyze, and draft event debriefs to inform future events
- Acknowledge and maintain relationships with event hosts and vendors
- Seek out and arrange tabling and other opportunities to build community presence

Community Outreach

- Create monthly email newsletters, as well as other email updates as directed by the advancement and outreach team
- Develop content and schedule original blog and social media posts, including copy, photos, and/or video
- Assist in the production of maps, short videos, and other digital content to illustrate the work of the JHLT
- Draft content for print materials as needed, including newsletters, annual reports, etc.

Qualifications and Job Requirements:

- Genuine enthusiasm for conservation and the mission of the Jackson Hole Land Trust
- 1-3 years of demonstrated success in project management; event planning experience preferred
- Excellent organizational skills, attention to detail, and the ability to be self-motivated and disciplined
- Affinity for writing, storytelling, and content creation; design skills a plus
- Familiarity with the local community and event vendors

- Excellent working knowledge of social media applications, Microsoft Office, Asana, Slack, and donor databases (Raiser's Edge preferred); experience with tools including InDesign, Illustrator, Premiere, and GIS or equivalents is a plus
- Occasional evening and weekend work required

To Apply:

Please submit a cover letter and resume to Lindsay Jones at lindsay@jhlandtrust.org. Applications will be reviewed on a rolling basis through Thursday, May 26, 2022, or until the position is filled.

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