



Job Title: Communications & Development Coordinator

Position Overview: The Communications & Development Coordinator works with volunteers and staff to provide the “voice” of GEAS through a variety of marketing platforms (social media, website, newsletters, etc.). This position supports GEAS’ mission and strategic plan by stewarding the membership program, assisting with fundraising efforts, and other duties as assigned.

Reports to: Executive Director

Schedule: Part-time (15-20 hrs/week), flexible schedule with some evening, weekend and holiday work as needed. Weekly hours will vary depending on program needs.

Location: Remote - Treasure Valley area preferred. This is a work from home position, except for meetings and events (in-person events and meetings will resume post-COVID).

Compensation: \$15/hr / Non-exempt / PTO / No medical or retirement benefits offered.

About GEAS: Golden Eagle Audubon Society (GEAS) is a southwest Idaho 501(c)(3) non-profit of more than 1,300 members, dedicated to building an understanding, appreciation, and respect for the natural world to conserve ecosystems for birds and other wildlife. GEAS has been an active, volunteer led non-profit in the Treasure Valley for more than 48 years. We deliver free bird-focused community engagement opportunities through field trips, education, habitat restoration and advocacy. GEAS has been all volunteer run previously and is currently transitioning to three part-time staff members to run the operations and grow the organization.

Primary Roles and Responsibilities:

- **Membership Services:** Communicate with GEAS’ 1,300+ members and the public about our offerings and ways to become engaged with the organization. Responsible for ensuring membership benefits are fulfilled and assist with membership recruitment and retention.
- **Communications:** Manage and grow GEAS social media presence on various platforms. Create twice monthly e-newsletter. Support member newsletter content creation and publication. Maintain and update the website. Ensure that GEAS activities are advertised and posted on community calendars, websites, and other publications. Ensure GEAS branding and tone is consistent across various platforms. Assist with press releases and

media communications as needed. Coordinate design of print materials such as brochures, invitations and flyers.

- Development: Assist with donation processing and acknowledgement, grant writing and reporting, researching new fundraising opportunities and helping with fundraising events as needed. Coordinate online fundraising campaigns such as Idaho Gives. Maintain donor/member database, donor records, tracking contributions, reporting, and accurate mailing lists.
- Events: Coordinate, attend and participate in select GEAS and local events.
- Support various GEAS Committees.
- Other duties as assigned.

Preferred skills and qualifications:

- Experience in social media marketing, content creation and measuring outcomes of an online presence.
- Familiarity with web design, web forms and tools, basic data management operations; website development in a user-friendly environment (no programming required).
- Grant writing and/or donor relations/membership experience.
- Proficiency with desktop and web-based computing. Experience with Microsoft Office, G Suite and membership database programs.
- Able to work independently with minimal supervision.
- An effective communicator who can work with a remote team.
- Deadline and detail oriented.
- Outstanding communication skills, both oral and written.
- Excellent customer service skills and experience communicating with the general public.
- Comfortable with public speaking, interacting with attendees at programs or events, and approaching donors, business partners and others.
- Experience or talent in producing attractive media and resources for outreach is preferred (graphic design experience not required).
- Understanding and commitment to GEAS' mission and programs. Knowledge of science, environmental issues, ecology, and birds not required, but preferred.
- Must possess and maintain a valid U.S. driver's license

Education and experience:

- Bachelor's degree or higher degree preferred (minimum of Associate's degree level required) in marketing, graphic design, communications, journalism, or related field
- And/or two years equivalent experience (nonprofit preferred).

To Apply:

Please email a cover letter and resume to Liz Littman at llittman@goldeneagleaudubon.org.

Position is open until filled.

Physical Requirements/Work Environment:

While performing the responsibilities of the job, the employee is occasionally lifting, moving equipment. Work will occasionally involve outdoor elements during all seasons. The noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Equal Opportunity Employer:

GEAS is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions at GEAS are based on business needs, job requirements, and individual qualifications, without regard to sex, sexuality, age, gender identity, ability, religion, race, or ethnicity any other status protected by laws or regulations.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.