

Communications Intern Bears Ears Inter-Tribal Coalition

The Bears Ears Inter-Tribal Coalition (Coalition) is comprised of five tribes—Hopi, Navajo Nation, Ute Mountain Ute, Ute Indian Tribe, and Zuni Tribe—that successfully advocated for the creation of the Bears Ears National Monument and were also tasked with collaborative management of the Monument. Resources Legacy Fund acts as fiscal sponsor for the Bears Ears Inter-Tribal Coalition Project (“Project”); the Project operates for the benefit of the Coalition.

Bears Ears Inter-Tribal Coalition is a fiscally sponsored project of Resources Legacy Fund (RLF). RLF builds alliances that advance bold solutions to secure a just and resilient world for people and nature. RLF partners with philanthropy, community groups, government, science, and business to promote smart policies and ensure equitable public funding for the environment, climate change resilience, and healthy communities. Across the American West and internationally, RLF manages complex, multi-year grantmaking programs and fiscally sponsors projects that accelerate change on environmental and equity issues.

The Communications Intern is responsible for providing support to Coalition Leadership and staff and creates and oversees social media to engage with the greater public and relative stakeholders. The position requires coordination among partners and interest groups to collaborate around shared media messaging and vision.

The Communications Intern reports to the Communications Director of the Coalition. This part-time internship is a hybrid, non-exempt position based in Albuquerque, NM. The selected applicant will need to be in the office 50% of the time. There are no travel requirements for this position. Duties are outlined below.

The following duties are included as part of this role:

- Crafting and posting social media posts and content consistent with organizational mission and vision, ensuring uniform content and tone of voice for targeted audience.
- Assisting in public outreach efforts and community engagement through social media platforms, including relationship management with allied and partner organizations.
- Working with staff, Coalition Leadership, and partners to implement and execute specific media campaigns.
- Drafting communications materials like Op Eds, press releases, and more.
- Proofreading drafts of press releases, correspondence on behalf of the Coalition, and social media posts.
- Monitoring and replying to comments and messages on social media, seeking and sharing “Stories” that are relevant to the Coalition’s mission and vision, with supervision from respective supervisors and Executive Director.
- Creating and maintaining social media strategic planning tools, consistent with organizational mission and vision.
- Regularly updating staff on social media algorithms and trends, especially in relation to the rapidly changing social media environment.

- Highlighting Indigenous perspectives through content sharing and incorporating Indigenous knowledge and perspectives into content creation when appropriate.
- Creating and archiving templates for press releases, letterheads, graphics for social media and website use, invitations, announcements, etc.,.
- Assisting with regular website maintenance and helping to keep the website up to date.

Knowledge, Skills, and Abilities:

- Current student at an accredited college enrolled in one or more of the following areas of study: communications, marketing, public relations, journalism, business and public administration, Native American and Indigenous studies, ethnic studies, psychology, sociology, and anthropology.
- Extensive knowledge of social media platforms including Facebook, Instagram, X (Twitter), and others.
- Excellent oral and written communication skills to ensure full-circle communication with program staff.
- Familiarity and ability to engage with stakeholders with attention towards audiences of resource management and cultural resource protection.
- Strong project management skills including organization, attention to detail, time-management, and coordination among varying parties.
- Knowledge of natural and cultural resource conservation and management for Indigenous communities.
- Familiarity with Indigenous rights, Tribal sovereignty, conservation, environment and social justice issues.
- Ability to adhere to numerous deadlines, conflicting priorities and handle multiple tasks efficiently. Ability to receive, balance and handle direction and input from multiple colleagues.
- Ability to perform tasks with a high degree of accuracy and attention to detail, as well as anticipate informational needs as situations and projects develop.
- Ability to work collaboratively across multiple teams within the Project.
- Technological abilities to ensure compliance with confidentiality policies and procedures necessary for the protection of RLF data, and to efficiently complete tasks.

DIVERSITY, EQUITY, AND INCLUSION: We are committed to providing a work environment free from discrimination, where all team members feel valued, respected, and included. We know that our work is enriched by the varied voices and perspectives of every staff and board member, so we are committed to making an earnest effort to recruit, welcome, train, develop, and retain talented individuals from diverse backgrounds. We believe that a diverse and inclusive culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world. Learn more about RLF's commitment to [diversity, equity, and inclusion](#) on our website.

As a member of the RLF team, the Communications Intern:

- Works well independently, and collaboratively to achieve a unified goal.
- Is committed to work that preserves the sovereignty of Tribal Nations while promoting cross-cultural collaboration.

- Possesses a high standard of integrity and understanding of Tribal protocols to ensure that work is culturally appropriate, respectful, and meets Tribal ethical standards.
- Exhibits self-awareness, humility, and patience when working with diverse groups.
- Thrives professionally in a collaborative work environment that celebrates cultural differences, prioritizes empowerment, and promotes fellowship.

Compensation and Benefits: Compensation range may be \$12-\$18 per hour commensurate with experience. We have a half Fridays off work schedule and an individual intern's schedule will depend on your availability. A laptop will be provided to the intern for the duration of the internship to assist with work.

How to Apply: Send your resume, cover letter, and three references to info@bearscoalition.org with the subject line "Communications Intern - [YOUR NAME]."

Requirements:

- I9 verification;
- Reliable internet access, able to remote work relatively uninterrupted, less than 2 hours of service interruption per day.
- Reliable cell service, or close proximity to wifi hotspot, to receive cellular communications at least every 48 hours.

RLF participates in E-Verify, potential candidates can review the information [here](#) and [here](#).