

Digital Communications Coordinator 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 delivers transformative outcomes for our planet and its people through trusted partnerships and creative campaigns. Rooted in California and expanding across Western North America and beyond, we have a 25-year track record of supporting initiatives at every scale. We host fiscally sponsored projects that reach across the globe, reinforcing the efforts of change makers worldwide. *To learn more about Resources Legacy Fund, visit <https://resourceslegacyfund.org>.*

The Digital Communications Coordinator will focus on creating, scheduling, publishing, and analyzing digital content across social media, managing minor website updates, organizing digital assets, and supporting email campaigns, all while respectfully highlighting Indigenous perspectives and coordinating with Tribal leadership and partner organizations to elevate the work of the Tribes. The right candidate will be highly proficient in written and oral communication, editing, and content synthesis, with the ability to manage multiple projects and deadlines. They must be a reliable team player committed to preserving Tribal sovereignty, promoting cross-cultural collaboration, and creating a platform for the Tribes to voice their perspective, empowering the Coalition Tribes and staff in efforts to protect Bears Ears and heal our communities.

The Digital Communications Coordinator reports to the Director of Communications and Partnerships. This position is part-time, 20-25 hours per week, non-exempt and may travel 15% of the time during any given month. This position must be in the four-corners states: New Mexico, Arizona, Utah, Colorado. There is a preference for this position to be in Albuquerque, New Mexico.

The following duties are included as part of this role:

- Create, schedule, and publish social media content across platforms including Instagram, Facebook, LinkedIn, and Bluesky, consistent with organizational messaging and values at the direction of the Communications Director.
- Support the creation of short-form video content for social media by assisting with ideation, filming, caption writing, basic video editing, and trend-aware storytelling.
- Design graphics and visual content for social media, newsletters, website content, events, and campaigns using software like Adobe Creative Cloud and Canva or similar applications.
- Capture and organize photo and video content during events, field visits, youth programs, and community gatherings.
- Support communications planning and content development for events, including promotional materials, photography, video capture, and participant outreach.

- Collaborate on drafting website content and conduct basic website maintenance as needed via Wordpress.
- Organize and archive digital assets, including photos, videos, graphics, templates, and campaign materials.
- Proofread and assist with drafting communications materials, including social media captions, newsletters, blog posts, press releases, media advisories, and partner-facing materials.
- Assist in monitoring media coverage related to Bears Ears, Tribal stewardship, public lands, and related issues, and provide summaries or flag emerging communications opportunities and concerns.
- Assist in preparing communications materials for Tribal leadership review, including meeting summaries, draft talking points, presentations, and briefing materials under the direction of the Communications Director. Present and report out on materials when necessary, and under the direction of the Communications Director.
- Highlight Indigenous perspectives respectfully and accurately through content creation and storytelling.
- Demonstrate an understanding of Tribal sovereignty, Indigenous-led communications approaches, and culturally grounded storytelling practices.
- Monitor social media platforms for comments, direct messages, tags, and emerging conversations, and coordinate internally on appropriate responses.
- Assist in maintaining a consistent organizational voice and tone across social media and public communications.
- Coordinate with staff, Tribal leadership, and partner organizations on collaborative campaigns, shared messaging, and cross-promotion opportunities. Facilitate information sharing and cross team coordination by assisting with updates, reporting, and notetaking when necessary.
- Support public outreach, community engagement, and fundraising efforts through digital storytelling and social media engagement.
- Support rapid-response communications needs related to public lands, Tribal stewardship, campaigns, events, and organizational priorities.
- Track social media analytics and engagement trends and provide brief reports or recommendations to support communications strategy.
- Stay informed on evolving social media trends, algorithms, and platform best practices, and share relevant insights with the Communications Director.
- Support accessibility and digital communications best practices, including alt text, closed captioning, readability, and inclusive content design.
- Assist in the management of the Mailchimp email list by supporting segmentation, analyzing A/B testing results, maintaining and creating new email templates, and scheduling and deploying email campaigns in collaboration with the Operations and Donor Relations Coordinator.
- Support project and program coordination by tracking tasks and deadlines and providing updates on progress related to assigned projects. These may include partner collaborations, communications programming, community engagement and outreach events, and more.

Qualifications:

Note: These qualifications are guidelines, not hard and fast rules, so if you have 75% of the qualifications listed, we encourage you to apply. Experience can include paid and unpaid experience, including

volunteer work that helped you to build the competencies, knowledge, and skills needed for this position. Applying gives you the opportunity to be considered.

- 1-3 years of experience in a related field required, a bachelor's degree is a plus.
- Knowledge of environmental conservation or familiarity with or knowledge of federal Indian law and policy, and a topical knowledge of areas of importance to tribes, such as federal trust responsibility, tribal sovereignty, and Indigenous rights is preferred.
- Excellent oral and written communication skills to ensure full-circle communication with program staff and thorough dissemination of important tasks, projects, and meetings. Skillful in adjusting communication style to interact with clients, staff, and grantees in a professional, courteous, and tactful manner.
- Exceptional composition skills. Ability to synthesize extensive information from multiple sources into a lucid, cohesive written product. With an understanding of tone and style, compose written information that effectively communicates the desired message to the intended audience(s).
- 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.
- Outstanding editing skills. Critical eye for grammar, punctuation, and syntax. Commitment to the highest quality written product.
- Ability to resolve conflicts professionally and maintain patience, grace, and humor under pressure.
- 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 manage multiple projects, shifting priorities, and deadlines while maintaining attention to detail and strong communication across teams.
- Experience with Canva, Adobe Creative Suite, Meta Business Suite, Hootsuite, or similar communications and content management tools preferred.
- Experience working with Tribal Nations, Indigenous communities, nonprofit organizations, or public lands/conservation issues preferred.

Commitment to Nondiscrimination

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 all backgrounds. We believe that a welcoming culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world.

As a member of the RLF team, the Digital Communications Coordinator:

- Is a reliable team player who enables peer empowerment and is comfortable playing a leadership role when needed, as well as deferring to colleagues, Tribal leaders, attorneys and colleagues, where appropriate.
- Conceives of individual actions as part of a greater whole.

- Is committed to work that preserves the sovereignty of Tribal Nations while promoting cross-cultural collaboration.
- Approaches communications from a desire to create a platform for the Tribes to voice their perspective and Traditional Ecological Knowledge in a way that is culturally appropriate.
- Maintains a high-level of organizational acumen and emphasis on creating processes that promote transparency and measurable progress.
- Ability to represent the Coalition's positions effectively to internal and external constituencies.
- Accepts and integrates methods of environmental conservation in work production.
- Exhibits self-awareness, humility, and patience when working with diverse groups.
- Follows protocol and adheres to a high level of workplace integrity.
- Able to identify needs of the organization or context and work flexibly to attain objectives.
- Enjoys opportunities to mentor other team members and thrives in a collaborative working environment where there is emphasis on empowerment and accountability.

Compensation and Benefits: Compensation range may be \$29 - \$33 per hour commensurate with experience. We have every other Friday off, a 401k plan with a 5% match, and generous paid time off. RLF also offers a technology allowance, the Calm app, and approximately 17 paid holidays per year. A laptop will be provided for the duration of employment to conduct your work.

How to Apply: Submit your resume, cover letter, and to [this google form](https://forms.gle/Wm8wKPULdyz527gf8) (https://forms.gle/Wm8wKPULdyz527gf8). If you have any Questions or are unable to submit the form, please reach out to Info@bearscoalition.org.

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](#).

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