



TRUSTEES FOR ALASKA

PROTECT | DEFEND | REPRESENT

Part-time contract opportunity: Digital Media Coordinator

Background

Trustees for Alaska is a nonprofit law firm in Anchorage, Alaska, that works to protect the health of land, water, people, and animals. We were founded in Alaska in 1974 and are focused on Alaska issues. We've taken the lead in providing strategic guidance and legal services to Indigenous organizations, citizen coalitions, conservation groups and individual Alaskans in coordinated efforts to protect sacred lands in the Arctic National Wildlife Refuge and stop the massive Pebble mine from devastating salmon fisheries and Bristol Bay communities. We want to expand our one-person communications program to help bring more support to our clients. This contracted temporary digital media coordinator would help position us for potentially bringing on a similar staff position in the coming fiscal year.

Opportunity

We're looking for a digital media coordinator who will build digital content and apply digital media tactics and strategies to support Trustees and its clients, partners and coalitions on a part-time basis (20 hours a week) for 3 to 4 months starting by June 1, with a contract fee that's comparable to \$15 to \$20 an hour. Responsibilities include:

- Create social media, email marketing and website content and advertising.
- Track analytics, manage data, prepare reports, evaluate results.
- Help build or implement campaigns and communications plans.
- Contribute to growing social media audiences and engagement.
- Support development work.
- Drive narratives centered on justice, climate action, and the caretaking of land, water, and communities.

Skills and experience

This opportunity requires knowledge of Alaska issues, and a commitment to social equity and racial justice, along with an eagerness to understand how these issues play out in communities impacted by pollution, industrialization, and the climate crisis. Other qualifications required include:

- Experience communicating ideas, concepts, and stories through digital media platforms.
- Background in social media communications in a professional setting.
- Ability to do basic maintenance and updates on websites and email messaging platforms.
- Knowledge of digital media tactics, strategies, and analytics.
- Visual messaging skills and experience.
- Collaborative interpersonal skills, humility and good humor

How to apply

- Please email a resume and cover letter to Ashley Boyd at aboyd@trustees.org.
- You can include examples of digital media work but it's not required
- Please put DIGITAL COORDINATOR in the subject line of the email.
- Interviews will be conducted on a rolling basis until filled.

Trustees is an Equal Opportunity Employer

We commit to equity, diversity, and inclusion, and are an equal opportunity employer. We value the varied life experiences all people can bring to our work. We make employment decisions based on organizational needs, job requirements, and individual skills and qualifications. We prohibit harassment and discrimination of any kind, including related to race, sex, age, culture, ethnicity, gender identity and expression, nation of origin, languages spoken, parental status, veteran's status, color, education, religion, medical history, disability, and sexual orientation. Respecting each other is an integral part of our organizational culture, and we cultivate a work environment that recognizes the strength of diversity and the contributions everyone can bring to our mission. We make gratitude, kindness, and a supportive work environment central to the way we work together.