



Job Opening: Administrative & Communications Specialist

Employment Type: Full-time, non-exempt (30 hours per week, year round)

Location: In office (Steamboat Springs)

Reports To: Executive Director

Position Summary: The Administrative & Communications Specialist enhances local wildfire risk reduction efforts by thoughtfully implementing outreach campaigns that build the Council's brand, and tell our mission-driven stories. The person in this dynamic role also superintends internal operations by fielding general inquiries, scheduling meetings and transcribing notes, maintaining the CRM and office inventory, and supporting programs. This position is supervised by the Executive Director and is not responsible for managing others. This role is an excellent part-time opportunity to work with a small, friendly team and exercise skills in strategic communication, event planning, nonprofit operations, and community engagement.

Key Responsibilities: Communications (65%)

- Content Creation - Design and draft our monthly newsletter, blog posts, and annual reports, etc.
- Social Media Management - Curate and schedule weekly content across platforms (Instagram, Facebook, LinkedIn, etc.) to grow our digital footprint.
- Brand Stewardship - Ensure all external materials align with our mission, tone, and visual identity.
- Volunteer Coordination - Assist the Program Manager with onboarding, communications, and event planning for our volunteer network.
- Event Planning - Assist with planning, lead promotion, and occasionally facilitate networking and outreach events, fundraisers, conferences, and workshops.
- Website Maintenance - Frequently coordinate with our web designer to direct website updates (e.g., adding events, blogposts, updating staff bios, etc).

Key Responsibilities: Administrative (35%)

- Public Engagement - Act as the primary point of contact for general inquiries, managing the main email and phone, and greeting office visitors.
- Workflow Support - Manage scheduling for leadership, coordinate internal meetings, and maintain the organization's calendar.
- Database Management - Keep our contact database (CRM) clean and updated; assist with gift processing and acknowledgment letters.
- Supplies and Logistics - Manage office inventory, vendor relationships (IT, utilities, printers), and physical workspace needs.
- Board Support - Assist with the preparation of board materials and strategic initiatives.
- Program Support - At the Program Manager's direction, assist with other programs.

Required Qualifications

- Post-secondary degree in human resources, communications, nonprofit management, or related field OR
- Three or more years of experience in office administration, communications, or a similar role (nonprofit experience is a plus)
- Comfortable communicating with the public in one-on-one settings, via email, phone, and in-person



- Experience with graphic design tools (like Canva or Adobe Suite)
- Genuine enjoyment creating and consuming social media content and engaging with online followers
- Excellent grammar and writing skills
- Analytical, forward-thinking, and thorough

Desired Qualifications

- Academic and/or professional familiarity with Google Workspace, [Monday.com](https://www.monday.com), and Canva
- Copyediting experience
- Website development
- Bilingualism and translation skills (English/Spanish)

Physical & Work Conditions

- An office-dominant job
- Frequent walking, standing, bending, sitting, and light lifting

Compensation & Benefits

- Hourly - \$28.00 and up to start, depending on experience
- Simple IRA employer match up to 3%
- \$500 monthly, un-taxed healthcare reimbursement
- Three weeks of PTO accrued in the first year

Why This Role Matters: The Routt County Wildfire Mitigation Council's mission is *to create resilient, fire adapted communities to minimize the potential impacts of wildfire*. Increasing individual citizen and collective community wildfire mitigation in the wildland-urban interface is critical to building resilience against the increasing wildfire threat. The Council is at a pivotal moment of growth; the need and public demand for our work will only continue to scale up. We are seeking a versatile, proactive, and creative professional to join our team. This position offers meaningful work with real-world impact to Routt County residents and visitors. You will be the glue that holds our daily operations together and the voice that connects our mission to Yampa Valley communities and beyond.

How To Apply: Please submit a resume, cover letter, three professional references, two writing samples, and (optionally) a design portfolio to info@routtwildfire.org. Applications will be reviewed and interviews will be scheduled in the order applications are received. Please submit applications by April 15th.