



Request for Proposal (RFP) Communications Coordinator

Contractor **Organization:** Jackson Hole Climate Action Collective

Organization Information

Jackson Hole Climate Action Collective (JHCAC) is a 501(c)3 nonprofit located in Jackson, WY working towards a just and equitable climate future for Teton County and the Greater Yellowstone region through policy, advocacy, education, and community mobilization. We embrace inclusive community action that supports a wide range of people and organizations to achieve a just climate future.

Website: www.jhclimateactioncollective.org

Instagram: <https://www.instagram.com/jhclimateactioncollective/>

Overview

JHCAC is seeking contract proposals for a Communications Coordinator. This contractor will be responsible for developing and executing communication strategies to advance JHCAC's work. The work involves the creative development and delivery of content across digital and written platforms. Key tasks include researching, writing, editing, proofing, and publishing information to support JHCAC's communications goals, established in collaboration with the Board of Directors. Additionally, the contractor may plan and execute constituency and outreach events and provide other support to the Board of Directors.

The selected contractor will work with JHCAC to execute the tasks and deliverables outlined below. We are particularly interested in proposals from individuals with expertise in nonprofit marketing and communications, social media, website development, copy editing, branding, writing, and graphic design. In addition, strong subject matter knowledge of climate and local issues in Jackson Hole is desired.

Scope of Services:

- Produce monthly email newsletter and other email communications as appropriate (at least 1x mo.)
- Regularly post to social media (2x/week)
- Improve and maintain JHCAC website
- Assist in organizing and promoting events for JHCAC
- Represent and promote JHCAC at outreach events
- Expand contact list

Skills/Qualifications:

- Experience in communications and marketing
- Proficiency with digital marketing tools: Mailchimp, Instagram, Facebook
- Demonstrated experience with print and digital publishing, social media platforms, and developing communications and presentations using various software including Microsoft Office suite and Google docs
- Excellent writing and grammar skills, along with strong verbal communication abilities
- Familiarity and comfort with local public relations
- Enthusiasm for, interest in, and knowledge of climate action, sustainability and conservation issues at the local, state, national, and international levels
- High level of personal and professional integrity and accountability

Contract Details:

- This is a part-time, month-to-month initial contract position
- Estimated 10-20 hours per week
- Hourly contract wage \$25-\$40/hour depending on experience and quality of proposal

- Local applicants only, as work will require mostly remote and occasional in-person meetings.

Proposal Requirements:

- Cover letter detailing your interest and qualifications for this position
- Resume, CV, or Company Description
- Digital media samples showing written communication and graphic design skills (e.g., website, social media content, newsletter)
- References (minimum of 2 professional references)
- Proposals are due by Monday, September 30

Submit questions and proposals by email to jhclimateactioncollective@gmail.com