



Position Title: Outreach and Communications Coordinator
Alta Environmental Center – Alta Ski Area
Closes April 30, 2019

If you have a passion for the mountains, skiing and sustainability then this is the job for you. Working within the Alta Environmental Center (AEC) of Alta Ski Area you will work with the Director and assist in the many internal and community sustainability projects and events at Alta. This entry-level position seeks a friendly and outgoing creative person that is seeking to build their strengths, broaden skillsets, and has a passion for sustainability.

The position will require many skillsets from writing and public engagement to working outside and tabling events. We anticipate the position will require about 50% office work, 30% public engagement and events, and 20% project cooperation with other departments.

Responsibilities:

- Update and create content for both print and web including the AEC website, blog, brochures, newsletter, e-news, social media, posters and signs
- Assist with the communications and organization of the Green Team
- Monitor the AEC's event participation, social media/online presence, and respond to email and social media inquiries
- Serve as point of contact for sustainability events and questions
- Coordinate meetings, events, and presentations internally and with partners
- Assist with sustainability projects as needed (recycling, planting, preferred carpool parking, etc.)
- Oversee and assist with the registration and guidance of events and tours
- Work with the marketing/PR team to recommend techniques to improve the company's sustainability representation and assist with the implementation of campaigns
- Attend to AEC promotional materials to ensure they meet the company's brand identity both internally and externally

Required Qualifications:

- Associate or Bachelor Degree in environmental or sustainability studies, communications, public relations, or equivalent OR minimum 2-years work experience in a relative position
- A passion for sustainability and/or environmental conservation AND the ski industry
- Applicant must be self-disciplined, self-motivating, work hard, and maintain a pleasant attitude
- Highly organized with an attention to detail
- Strong writing and speaking skills in a private and public setting
- Strong interpersonal skills and the ability to be outgoing, friendly, and approachable
- Excellent communication skills and a good listener
- The ability to be flexible and assist with odd jobs or other departmental sustainability projects
- Intermediate or higher ski ability
- Must be 21 years or older / Valid Driver's License / U.S. Citizenship or legal resident status
- Employment is conditional upon a background and physical screening

Preferred Qualifications:

- Strong time-management and organizational skills
- Skilled in using Microsoft Word and Publisher

- Adobe suite design experience (i.e. Photoshop, Illustrator, In-design)
- Proficiency working with Excel and data input experience
- Prior work experience in customer service and/or public relations
- Website design or editing experience
- Organizing and guiding meetings and agendas

Wage & Hours: The starting wage for this position is \$12.50/hour, 20-30 hours/week year-round, working most weekends, some weekdays, and some evenings. A set schedule will primarily be in place, but some weeks may vary due to events or other needs. This position will include a 6-month probation period, with the potential of becoming a full-time 40-hour/week position after the probation period.

How to Apply: Application must be received by April 30, 2019 for consideration and must include:

- Completed online [Alta Employee Application Form](#)
- The remaining application forms must be electronic and sent in one email to environment@alta.com with subject reading "Outreach and Communications Coordinator":
 - Cover letter and resume
 - Three references (minimum 2 professional and only one may be a character reference)
 - A short writing sample (one to two pages or a link to an online article)
 - Three graphic design samples (ex: flyer/poster, social media images, website link, etc.)