



419 S 5th St, Suite 1 - Laramie, WY 82070 – 307.472.5939 – EqualityState.org

Equality State Policy Center: Communications and Outreach Coordinator

Equality State Policy Center is seeking a full-time communications and outreach coordinator that will take the lead on organizing and leveraging our supporters in order to optimize our advocacy efforts, developing and executing communication and outreach strategies, and assisting with event planning, development, and other administrative tasks.

The ideal candidate will have a proven ability to foster relationships, communicate effectively in both written and verbal forms, think creatively and strategically, and be persistent and hard-working.

This position is an excellent opportunity to do meaningful work that will create positive change in Wyoming. He or she will also have the chance to work with the diverse organizations that compose our coalition and represent the progressive interests of our state.

About Equality State Policy Center

ESPC works to build a Wyoming government that truly is of the people, by the people, and for the people. Since its founding in 1993 the Equality State Policy Center (ESPC), a coalition of Wyoming organizations, has worked to promote state government accountability, transparency, and citizen participation in order to influence public policy.

Job Responsibilities

The communications and outreach coordinator reports to the executive director and is responsible for the following:

- Helping to implement our advocacy agenda and programs. This includes organizing volunteers/supporters and planning event logistics and programs such as our annual Shape WY training and representing ESPC at events.
- Developing and executing a communication strategy that uses effective tactics and messaging including email updates, social media, and ESPC-related literature.
- Assisting with development and administrative tasks such as processing donations, maintaining our database, and grant-writing.

Qualifications:

We're seeking candidates who excel in relationship building, have strong written and verbal communication skills, and have experience in project management.

Desired Skills:

- Demonstrated written and verbal communications skills and experience with diverse mediums (social media, email blasts, etc.)
- A track record of building strong relationships with diverse groups of people
- Experience doing campaign or advocacy work, especially knowledge in how to engage others in your efforts

Desired Qualities:

- Ability to think creatively and strategically
- Interest in Wyoming state government, policies, and politics
- Detail-oriented

**Experience in grant writing and graphic design are both pluses, but not requirements.*

Location: Our office is based in Laramie, but we will consider any applicant who is willing to commute or relocate.

Compensation: ~ \$29,000 - \$34,000 (depending on experience). Benefits included.

Start Date: July 2017 (flexible)

Application Deadline: Friday, June 9th

To Apply: Send a cover letter, resume with three references, and short writing sample to info@equalitystate.org.

