



Work with the Central Wasatch Commission

Community Engagement Coordinator

20 hours/week

About the Central Wasatch Commission

The Central Wasatch Commission is an inter-governmental entity with jurisdictions in the Town of Alta, the Town of Brighton, Cottonwood Heights, Millcreek City, Park City, Salt Lake City, Sandy City, and Summit County, with the Uinta-Wasatch-Cache National Forest, Utah Transit Authority, and Metropolitan District of Salt Lake and Sandy as ex-officio members. Building on the work of Mountain Accord, the CWC seeks to engage the public, build consensus, and coordinate the actions in the Central Wasatch Mountains. Learn more at cwc.utah.gov.

We offer great benefits for employees:

- No one is paid less than \$70k before benefits annually, for 40 hours of work per week;
- Health, dental, and vision insurance provided through the Public Employees Health Plan (PEHP) for full-time employees;
- Enrollment in the Utah Retirement System (URS) with options between a 401K and a pension plan for full-time employees;
- A hybrid work week, two days in-office, three days working from home, with in-person meetings as necessary;
- A laptop computer is provided for all employees; and
- Generous paid vacation and sick leave.

People passionate about the Central Wasatch Mountains, local government, and public service, should consider working with the Central Wasatch Commission. People who are queer, transgender, non-binary, Black, Indigenous, people of color, disabled, parents, or anyone who has experienced systemic oppression are encouraged to apply.

Description of the Role

We are looking for a highly motivated Community Engagement Coordinator who will engage the broader community in the Wasatch Front and Back on behalf of the Central Wasatch Commission. This person will have excellent written and verbal communication skills, and well-developed organizational and interpersonal skills.

Responsibilities

- In conjunction with the Executive Director and the Director of Operations, manages and works with the CWC Youth Council;



- Communicates the work of the CWC through digital communication platforms including Facebook, Twitter, Instagram, TikTok, Mailchimp, podcasting platforms, and WordPress;
- Photographs and films the Central Wasatch for CWC digital use;
- Assists in graphic design;
- Assists the Director of Operations with meeting recording tasks;
- Develops, organizes, and executes outreach events;
- Represents the CWC in and around the Central Wasatch Mountains including stakeholder events, Youth Council events, and trail-maintenance workdays;
- Build and maintain relationships throughout the study area on behalf of the CWC; and
- Other work as assigned by the Executive Director and Director of Operations.

Required Qualifications for the Role

- A commitment to the Central Wasatch Mountains, and demonstrated understanding of the CWC's mission and work;
- Currently residing in Summit County, Utah, or Salt Lake County, Utah;
- Ability to travel within the CWC study area for work;
- Excellent writing and communication skills with an acute attention to detail;
- Fluency in G Suite and Microsoft Office Suite;
- Ability to quickly learn and absorb new software;
- Fluency in social media platforms and management software;
- Demonstrated experience and enthusiasm for conducting outreach for organizations;
- Confidence to take initiative and ask questions when needed;
- Dependability to perform assigned duties;
- Ability to work both independently and in a team; and
- Ability to commit 20 hours per week during standard working hours Mountain Time, with the potential for some nights and weekends.

Working Conditions

- Light physical effort. Mostly comfortable working positions, handling light weights, intermittent sitting, standing, and walking; and
- Frequent exposure to stress as a result of human behavior and the requirements of the job.

Offered Compensation

- \$35,000 -- \$50,000 annually;
- A hybrid work week, two days in-office, three days working from home, with in-person meetings as necessary;



- Use of a CWC laptop computer;
- Use of a CWC digital camera;
- Generous paid vacation and sick leave.

Reports To

The CWC Executive Director and Director of Operations.

How to Apply

To apply, please send your cover letter, resume, and a list of three references (name, position, relationship, phone number, and email address – we will not contact your references without notifying you first.) in a single PDF to Lindsey Nielsen at lindsey@cwv.utah.gov with the subject line “Community Engagement Coordinator Application.” Please include your name and pronouns in all documents.

The Interview Process

1. The CWC staff will review your application materials.
2. If you meet the required qualifications for the role, you will be invited to participate in a formal 30-45 minute interview with CWC staff during which you’ll be asked a series of pertinent questions.
3. Staff will deliberate.
4. You may be asked to interview for a second time.
5. Staff will make a final decision and contact you.

Details

- Application deadline: July 26, 2023.
- Applications reviewed on a rolling basis.
- Anticipated start-date: the position will remain open until filled, however, we are looking to fill the position immediately.

Employment Type

- Exempt, part-time, 20-hours per week.