



JOB ANNOUNCEMENT FRIENDS OF THE RED DESERT COORDINATOR

Friends of the Red Desert is a small, growing, grassroots nonprofit organization focused on the Northern Red Desert. We seek to sustain what makes the Red Desert special – for current and future generations.

Job Title: Coordinator

Work Type: Part-time; hired through an annual contract; reports to Board of Directors

Location: Can be conducted remotely; location preferred in Lander or Red Desert region

Position Summary:

The Coordinator position supports the day-to-day operations of Friends of the Red Desert, a small grassroots-based nonprofit focused on stewarding the Northern Red Desert. This role is highly collaborative and requires a self-starter who can manage multiple responsibilities, and who has excellent organization and communication skills.

KEY RESPONSIBILITIES

- **Social Media and Public Communications**
 - Manage social media accounts; update website
 - Help set up and manage membership email system & newsletters
 - Help organization leadership develop other communication materials
- **Program Support & Coordination**
 - Assist in planning and organizing projects and events
 - Help coordinate volunteers, field activities, and partner engagement
 - Help improve general communications and operations as needed
 - Support volunteer engagement in leadership and programs of FRD
- **Administrative Support**
 - Working with Board of Directors, help schedule meetings and other outreach to FRD members and grassroots leadership network
 - Maintain databases and records as needed

QUALIFICATIONS:

- Strong organizational and time-management skills
- Ability to work independently and prioritize tasks
- Passion for grassroots and community engagement
- Familiarity with Wyoming wildlife and public lands topics
- Experience with basic office software, social media platforms and email tools
- Prior nonprofit, volunteer, or project coordination experience preferred

SCHEDULE & COMPENSATION:

- Part-time (estimated 10 hours per week, flexible schedule; competitive pay for the right person)
- Some evening or weekend work may be required for events

WORK ENVIRONMENT:

- Small, mission-driven team of volunteers with a collaborative culture
- Combination of remote work, office tasks, and occasional fieldwork

HOW TO APPLY:

Please review our website at friendsofthereddesert.org. Submit a resume and brief cover letter outlining your interest in the position and relevant experience. Submit to info@friendsofthereddesert.org. Position is open until filled.