



Job Announcement: Communications Associate/Coordinator

Announcement date: **August 4, 2026**

Applications will be reviewed on an ongoing basis and first review will begin:
August 25, 2026

Overview

Conservation Voters for Idaho's (CVI) mission is to create the political environment to protect the natural environment. CVI is seeking a full-time Communications Associate/Coordinator to support our marketing and external communications to connect with Idahoans to increase support for CVI's mission and programs.

The Communications Associate/Coordinator will play a key role in public communications and marketing plans for CVI and its related organizations. Working under general supervision, this role will be responsible for implementing the communication plan by coordinating the creation and review process of public facing materials and digital content. This includes CVI's social media platforms, digital advertising, emails, as well as maintenance of the website and contact database, digital analytics and data, and providing other communications and external relations support tasks as needed.

This position requires a creative, organized individual excited about utilizing a wide variety of methods to promote CVI's programs, events and other work.

Primary Duties and Responsibilities

- Create external communications for the organization including social media, website content, e-newsletters, voter guides, and other materials. This includes written and visual materials.
- Run the organization's social media platforms and email communications with a goal to increase the number of subscribers, and develop plans to increase open and click-through rates.
- Promote and maintain text communication options with the goal to increase the number of subscribers.
- Monitor public feedback of online content and respond in a timely manner.
- Coordinate with other CVI staff, board members and organization partners to create timely and effective content for social media, e-newsletter, and website. This may include content creation and draft writing.
- Ensure that communications are consistent in design and tone, and follow the organizational style guide.
- Monitor social media, website, and email analytics and provide monthly reports.
- Review external communications to ensure that the organization's commitments to racial justice, equity and inclusion are included consistently.
- Ensure contact database and website are current, including media contact list.
- Coordinate and grow CVI's collection of photos, graphics, icons, infographics, and video

clips to use in various digital content.

- Maintain the organization's ongoing communications calendar of annual content, program priorities and events.
- Maintain the organization's library of CVI successes and news clips that help demonstrate the value of the organization.
- Assist with advertising and marketing efforts for events, fundraising and campaign programs.
- Attend CVI programs and events to take photographs/video for use in ongoing communication plans. Maintain video and photo release records for participants.
- Assist program staff with organizing, promoting, and executing events during the year, including fundraisers and tabling events, to better engage supporters and expand the organization's base.
- Coordinate the production of external organizational materials, including program information, annual reports, fundraising materials and tabling materials.
- Coordinate with other staff, board and program partners to refine and share meaningful stories about CVI's work that compel voters and donors to support CVI.
- Participate in CVI meetings, retreats, etc. as needed and complete all required paperwork (timesheets, work plans, etc.).
- Participate in CVM meetings and/or trainings as directed.
- As needed, work with organization vendors to maintain external communications accounts and provide necessary information to the Finance Department.
- Other duties as assigned.

Knowledge, Skills, and Abilities

Applicants should be/have:

- Passion and enthusiasm for communications to expand CVI's programs and statewide impact;
- Passion for the organization's mission, understanding of conservation issues and voting rights, along with a desire to be an ambassador for CVI;
- A strong commitment to racial justice, equity, and inclusion;
- An understanding of social media strategies and media relations;
- Excellent writing and copy editing skills;
- Experience or willingness to learn to film and edit videos for social media;
- Highly organized, accurate and responsible;
- A self-starter with the ability to take initiative and seek solutions;
- Ability to analyze data and provide recommendations for communications approach;
- Passion for creativity and innovation, loves providing new ideas and problem solving;
- Demonstrated ability to work well independently and as part of a team;
- Ability to multitask, identify priorities and meet deadlines;
- Great interpersonal skills;
- Optimistic approach and flexibility;
- Ability to attend organization meetings and events to share information on the organization's work in a compelling and professional manner;
- Accurately discern when to seek guidance from supervisor.
- Fluency in Microsoft Office, Google Workspace, Every Action or other e-newsletter platform, Adobe, Canva and social media platforms;

Education

- Bachelor's degree preferred but not required.

Experience

Required:

- 3 years experience in social media marketing, communications and/or engagement for Coordinator level. Those with up to 3 years experience eligible for Associate level.

Preferred:

- Spanish language proficiency.
- Experience in website maintenance, graphic design and/or digital advertising.

Compensation:

This is a full-time position based in Boise, ID. CVI offers a hybrid work schedule with both in-office and remote work options; this position will be required to work in the office routinely and for meetings, as required by the position supervisor.

This is a FLSA non-exempt position at CVI's Associate or Coordinator level, depending on experience. Salary range is \$45,000-\$53,000 and will be dependent upon experience and skills. Competitive benefits include healthcare, dental and vision with CVI paying the full premium for the employee, Simple IRA with employer match, Flexible Spending Account, Health Reimbursement Account, generous time off including PTO, personal days, summer Fridays, and holidays, and ability to work a flexible schedule.

CVI is committed to providing a fulfilling professional experience for our staff. Investing in our employees, supporting their professional growth, and creating a workplace that is committed to excellence and works to create lasting change for Idaho is the foundation of our work. All CVI employees have access to a number of trainings, workshops, and professional development opportunities relevant to their position and career goals.

This position will require occasional work on evenings and weekends.

To Apply

Send a resume, three professional references, and a cover letter that addresses your interest in the position to jobs@cvidaho.org with the subject line "Communications."

CVI is an equal opportunity employer and we are committed to building a culturally diverse staff.

We strongly encourage applications from people of color.