



# Work with the Central Wasatch Commission

## Communications Director

40 hours/week

\$80,000 -- \$90,000/ annually

### 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 Utah Transit Authority and Metropolitan District of Salt Lake and Sandy as ex-officio members, and Save Our Canyons and Solitude Mountain Resort as Special Advisors. 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](http://cwc.utah.gov).

We offer great benefits for employees:

- No one is paid less than \$80k annually before benefits, 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 or pension plan for full-time employees;
- A hybrid work week, two days in-office, three days working from home, with other in-person meetings as necessary;
- A laptop computer is provided for all employees; and
- Generous paid vacation leave.

People passionate about the Central Wasatch Mountains, local government, and public service, should consider working with the Central Wasatch Commission.

### Description of the Role

We are looking for a highly motivated and organized Communications Director 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, organizational skills, and existing understanding of local government, the Central Wasatch Commission and its work.



## Responsibilities

- Develops and executes strategy that effectively communicates the work of the CWC through digital communication platforms including Facebook, Twitter, Instagram, Mailchimp, Audacity, Spotify for Podcasters, Riverside, and WordPress;
- Communicates the work of the CWC through media releases, newsletters, blogs, presentations, announcements, and other communication materials;
- Leads in graphic design;
- Photographs and films the Central Wasatch for CWC digital use;
- Manages, develops, and hosts the CWC's In the Wasatch Podcast;
- Develops, organizes, and executes outreach events;
- Tracks and analyzes communication effectiveness through public feedback, engagement metrics, and other data to continuously refine approaches;
- Working with the Director of Operations, facilitates the annual Short-Term Projects Grant program;
- Coordinates the direction of the CWC Youth Council including managing monthly meetings, Short-Term Projects Grant applications, and recruitment, providing guidance and feedback to the Youth Council as needed;
- Assists the Director of Operations with public meeting technical tasks;
- Assists with the CWC's annual Central Wasatch Symposium by developing and managing the event outreach, graphic design, advertising, and volunteer coordination;
- Liaises with the CWC Stakeholders Council, as directed by the Executive Director;
- Serves as the staff point of contact for any CWC interns;
- Represents the CWC in and around the Central Wasatch Mountains including stakeholder events, Youth Council events, and trail-maintenance workdays;
- Builds and maintains relationships throughout the study area on behalf of the CWC; and
- Other work as assigned by the Executive Director and Director of Operations.

## Qualifications for the Role

- At minimum, graduation from an accredited college or university with a bachelor's degree in communications, political science, public relations, marketing, or related subject;
- Ability to craft strategic communication plans;
- Understanding of media relations, social media, and digital marketing tools;
- 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;
- Ability to manage groups of people with conflicting schedules and opinions, and facilitate positive discussions and actions items;
- Ability to work both independently and in a team with a shared vision; and,
- Ability to commit to 40 hours of work per week during standard business 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

- \$80,000 - \$90,000 annually;
- Health, dental, and vision insurance provided through the Public Employees Health Plan (PEHP);
- Enrollment in the Utah Retirement System (URS) with options between a 401K or pension plan;
- 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; and
- Generous paid vacation leave.

### Reports To

The CWC Executive Director.

### **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 Sam Kilpack at [samantha@cw.utah.gov](mailto:samantha@cw.utah.gov) with the subject line “ (Your name) Communications Director Application.” Please include your name in all documents.



## **The Interview Process**

1. The CWC selection committee 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 the selection committee during which you'll be asked a series of pertinent questions.
3. The selection committee will deliberate.
4. You may be asked to interview for a second time.
5. The selection committee will make a final decision and contact you.

## **Details**

- Application deadline: March 30, 2025.
- 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, full-time, 40-hours per week.