

**Digital Media Manager**  
**Job Announcement**  
**Part-Time Digital Media Manager - Remote**

The Utah Association of Conservation Districts (UACD) is a nonprofit organization that supports Utah's 38 conservation districts (CDs). The CDs protect the state's soil, water, and other natural resources. UACD is hiring one part-time Digital Media Manager to lead our online efforts, organize the redesign of our website, and create a social media strategy to help promote conservation efforts to target audiences.

**Duties and Responsibilities:**

- Develop a detailed digital media strategy
- Manage UACD website, ensure it is accessible, visually appealing, and easy to navigate
- Ensure website aligns with the UACD mission and standards, and follows industry best standards
- Create compelling content for UACD's website and social media platforms
- Collaborate with Utah's CDs, and state and federal agencies, as needed, to promote conservation activities, events, and other opportunities across the state
- Analyze data to track and report on the effectiveness of the digital media strategy

**Qualifications:**

- Proficiency with website design and management
- Experience creating professional social media content designed to promote
- Have experience with most up-to-date industry best standards for website design and social media content
- A bachelor's degree in marketing, communications, journalism, or a related field is preferred
- Individuals, including current students, with a minimum of 3 years of experience in digital/social media management will also be considered
- Have internet access for remote work

**Employment Details:**

- Part-time position or internship
- Two-year position
- Remote position
- Hours flexible
- \$27.50/hour: depending on experience and capabilities

**Application Instructions:**

- Submit the following via email to [kdavis@uacd.org](mailto:kdavis@uacd.org)
  - Resume
  - Portfolio or links to websites and social media sites you have worked on
  - Cover Letter
- This position will remain open until filled