



Communications Manager

About Whitebark Institute

Whitebark Institute is a 501(c)(3) nonprofit organization dedicated to addressing environmental challenges and fostering resilient communities in California's Eastern Sierra. Our work prioritizes landscape and community adaptation to climate change, particularly wildfire risk reduction. We advance regional wildfire resilience by bringing together scientists, environmental planners, government agencies, Tribal partners, educators, communities, and businesses to collaboratively develop, plan, and implement projects across Inyo, Mono, and Alpine Counties. Whitebark Institute makes a meaningful impact in our communities while providing a supportive and engaging workplace. We are a small, growing organization with a skilled, interdisciplinary team deeply connected to the Eastern Sierra. Collaboration is a core value, and we recognize that a healthy work-life balance is essential to our long-term success.

About the Position

The Communications Manager coordinates and manages Whitebark Institute's communications and storytelling efforts. This role reports to the Community Engagement Program Manager and works closely with program staff and the Leadership Team to ensure communications align with organizational priorities, partner commitments, community needs, and strategic goals.

Working in collaboration with program and organization leadership, the Communications Manager develops and implements a communications strategy that clearly conveys Whitebark's work, values, and impact. This role translates complex scientific and technical information related to forest health, fire ecology, community preparedness, and regional resilience into clear, engaging narratives for diverse audiences. As part of the Community Engagement team, the Communications Manager collaborates across programs to support shared initiatives, public events, partner communications, and donor engagement. This position is ideal for a self-directed, highly organized professional who excels at strategic storytelling within a collaborative team structure.

This is a full-time, year-round position with benefits.

Duties

The Communications Manager performs a wide range of work to support Whitebark Institute's communications and engagement goals. This position functions as a collaborative project manager, working under the guidance of the Community Engagement Program Manager and in coordination with the Leadership Team and staff across programs.

Communications Strategy and Content Development (40%)

- Contribute to the development and implementation of an organization-wide communications strategy aligned with Whitebark Institute's mission and program priorities.



- Work with team members across programs to identify and elevate stories that highlight projects, partnerships, funding outcomes, and community impact.
- Translate scientific and technical concepts related to forest health, wildfire, community preparedness, and ecology into accessible public-facing content.
- Identify key audiences and tailor messaging to support outreach, education, partnership development, and organizational visibility.

Digital and Media Communications (25%)

- Manage Whitebark Institute's social media platforms, including content planning, creation, scheduling, and engagement.
- Develop content for newsletters, website updates, outreach materials, grant reports, and internal communications.
- Track and evaluate communications performance metrics and share insights to support adaptive strategy and continuous improvement.

Partner and Collaborative Communications (10%)

- Coordinate with external partners to develop aligned communications related to forest health initiatives, regional resilience efforts, and shared events.
- Support joint announcements, campaigns, and storytelling with agencies, nonprofits, Tribal partners, and community organizations.
- Ensure communications reflect shared goals, funding requirements, and partnership agreements.

Events and Public Engagement (15%)

- Coordinate communications planning and promotion for public events, workshops, and community meetings in partnership with program staff.
- Support in-person engagement efforts, including tabling and outreach, to effectively communicate organizational priorities and project information.
- Develop and manage event-related communications materials, including promotional campaigns, presentations, digital content, and post-event follow-up.

Development and Donor Communications (10%)

- Support leadership in developing donor- and funder-facing communications, including cases for support, impact summaries, grant reporting content, and fundraising materials.
- Collaborate with leadership and program staff to gather metrics, outcomes, and narratives that communicate organizational impact and funding needs.

Desired Candidate Qualifications

Required:

- Bachelor's degree in communications, environmental studies, journalism, marketing, or related field, or equivalent professional experience.
- At least three years of experience in communications, storytelling, or a related role.
- Demonstrated experience contributing to or managing elements of a communications strategy.



- Strong writing and editing skills with an emphasis on narrative storytelling.
- Experience communicating scientific, technical, or complex information to general audiences.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Comfort representing an organization in public-facing settings.

Preferred:

- Experience working in environmental, natural resource, or science-based fields.
- Demonstrated success using social media strategy and analytics to engage audiences.
- Experience working with nonprofit organizations, public agencies, or collaborative partnerships.
- Experience supporting events, community engagement, or fundraising communications.
- Experience with visual content creation, photography, video, or design tools.

Work Environment

This position is primarily office- and community-based, with regular in-person engagement required for meetings, events, and outreach across the Eastern Sierra. Occasional travel to field sites and partner locations is expected. A valid driver’s license, clean driving record, and personal vehicle insurance are required. Hybrid remote work arrangements are acceptable.

Compensation & Benefits

This is a full-time, year-round position with a competitive salary of \$70,000–\$80,000, commensurate with experience and qualifications.

Benefits include Health Insurance: 75% employer-paid medical, plus 100% employer-paid dental, vision, and life insurance; Employer-contributed retirement program; Generous vacation policy and 11 paid holidays per year.

How to Apply

To apply, email a resume, cover letter, and 1–2 examples of relevant communications or storytelling work to administrator@whitebarkinstitute.org with the subject line: Communications Manager.

Position will remain open until filled. Applications will be reviewed on an ongoing basis, with the first round of evaluations beginning March 23, 2026. To be considered in this first round, please submit your application by the end of the day on **March 20, 2026**.

Whitebark Institute is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment for all employees.