



Community Engagement Director

Wind River Tribal Buffalo Initiative
10929 Hwy 26, Kinnear, WY

Full-time position

Salary: \$65,000-\$75,000 DOE plus benefits package

Applications due by March 17, 2025.

Job description:

The Wind River Tribal Buffalo Initiative (WRTBI) is a non-profit organization dedicated to protecting the wildlife, lands, and water of the Wind River Reservation. Our mission is land rematriation, community revitalization, and youth engagement through the restoration of conservation Buffalo. The WRTBI seeks to honor this effort by working with Elders, Tribal leaders, Tribal programs, young people and our community to protect this great place we are fortunate enough to call home.

WRTBI is seeking a person with a positive attitude and professional skills to be a communicator and advocate for the goals of the organization. The selected applicant will provide important talent to the organization to effectively reach a diverse array of community audiences, generating sustained engagement in WRTBI's mission and work.

Community Engagement Director Responsibilities:

- Serve as the main point of contact to schedule onsite tours and visits to WRTBI headquarters. Manage invitations to stakeholders to visit WRTBI headquarters, and to facilitate visits.
- Develop and present curated buffalo curricula geared toward schools and students from grades K-12, as well as audiences at other outreach events.
- Serve as a project lead for the development of a conservation education program rooted in horse and outdoor skills.
- Manage volunteers and part time staff in performing various organizational projects and events.
- Schedule regular outreach exhibitions throughout the community served by WRTBI.
- Create marketing and communications materials to promote and disseminate key WRTBI messages and news.
- Work with WRTBI communications team to provide monthly updates and information to support updated webpage and newsletters.





- Identify outreach and collaboration opportunities, especially with other Tribal organizations or entities, and manage those relationships.
- Oversee the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities.
- With the Operations Manager and Associate Director, support effective stakeholder and donor management and mapping.

The ideal candidate is:

- Highly organized and community-focused, with the ability to develop implementation plans for activities and events.
- Excited to engage with others, prioritizing respectful interactions with both internal and external stakeholders
- Capable of communicating clearly in both written and verbal formats
- Excited about sharing the organization’s mission, vision, and work with the community and a broad array of visitors.
- Interested in developing effective communications, and using events, and presentations to meaningfully engage participants ranging from school children to elders.
- Familiar with Microsoft Office and Quickbooks, and comfortable using Google Workspace (e.g. Google Docs).
- Comfortable with a dynamic work environment that involves many diverse stakeholders and may include performing unexpected (or sometimes unusual) daily tasks to support the daily success of the organization and management of Tribal buffalo herds.

Education and Experience Requirements:

- Bachelor’s or Associate’s Degree (preferred)
- 3 years of community engagement, communications or project management experience
- Knowledge of appropriate software including: Microsoft Word, Excel, PowerPoint and Adobe Acrobat
- Valid driver’s license and current automobile insurance

To apply:

Please submit a resumé and a letter of interest explaining how your experience and skills make you a strong fit for this position. Send application materials to kristen@windriverbuffalo.org and please put “Community Engagement Director” in the subject line of the email.

