



Title: Marketing & Social Media Coordinator

Organization: Utah Clean Air Partnership (UCAIR)

Position Summary:

Are you a creative thinker who loves telling stories that make a difference? The Utah Clean Air Partnership (UCAIR) is looking for a Marketing & Social Media Coordinator to help us share the message that *small changes make big impacts*.

In this role, you'll bring UCAIR's mission to life through digital content, social storytelling, and community connection. From crafting clever captions to capturing moments at local events, and engaging with the public and our partners in a fun and professional way, you'll help Utahns see how they can all do their part for cleaner air.

What You'll Do:

- Create, schedule, and manage content across UCAIR's social media.
- Craft engaging posts, graphics, and short videos by highlighting local partnerships and success stories.
- Assist in writing and editing copy for email newsletters, website content, and printed materials.
- Collaborate with the Communications Manager & Program Manager to brainstorm creative ideas, content calendars, and storytelling themes that align with UCAIR's outreach goals.
- Represent UCAIR at outreach events and community activities in a friendly and engaging way.
- Monitor social media channels, engage with followers, and respond to messages and comments in a timely, professional tone.
- Jump in where needed to support the team, whether that's helping with an event, designing a flyer, or organizing partner meetings and content.

What You Bring:

- 1–2 years of experience in marketing, communications, or social media (internships count!)
- A knack for creative writing, storytelling, and editing skills
- Experience managing social media accounts
- Using content tools like Adobe Creative Suite, Canva, video editing apps, Google Workspace, Microsoft Office, and (bonus!) CRM platforms
- Comfort engaging with diverse audiences both online and in-person

- Strong organizational skills with the ability to juggle multiple projects and deadlines
- A valid Utah driver's license and reliable transportation for events

We know great communicators come from all kinds of backgrounds. If you're passionate about creating content that inspires action, we'd love to hear from you, even if you don't check every box.

The Details:

- **Hours:** 20–25 hours/week
- **Schedule:** Part-time, with occasional evenings/weekends for events. This position is grant-funded and is subject to continued renewal of annual grant funding.
- **Location:** Hybrid, a mix of remote and in-office work in Salt Lake City
- **Pay:** \$20/hour

Benefits:

- Flexible scheduling and hours
- Paid time off and paid holidays
- Generous 401k retirement plan
- Monthly cell phone stipend after 90 days
- Collaborative, creative, mission-driven work culture

How to Apply:

Send your application to andrea@ucair.org with the subject line:

"Marketing & Social Media Coordinator Application – [Your Name]"

Please include:

- Your résumé
- Samples of social media posts, campaigns, or designs you're proud of
- (Optional but encouraged!) A 1-page cover letter sharing why this role excites you and how your skills align with UCAIR's mission

Applications will be accepted until the position is filled, with priority given to those received by **October 30, 2025.**

About UCAIR:

Founded in 2012, UCAIR is a 501(c)(3) nonprofit on a mission to make Utah's air cleaner for everyone. We believe collaboration and education spark real change, and that small actions can add up to make a big difference.

Our work is powered by three pillars:

- **We Are Educators:** UCAIR works to increase public awareness and understanding of air quality issues through robust ad campaigns and K-12 and community education programs.

- **We are Collaborators:** We Cultivate Collective Impact - UCAIR has long-standing partnerships that represent diverse sectors, bringing stakeholders and communities together to understand and address air quality issues.
- **We are Innovators:** UCAIR seeks to foster ideas and support projects that help stakeholders engage with air quality science in new ways.

Equal Opportunity Statement:

UCAIR is an equal opportunity employer dedicated to building an inclusive, diverse workplace. We welcome applicants from all backgrounds and experiences.