

Communications & Development Assistant

Location: Boise, Idaho

Position Type: Part-Time

Compensation: \$23.00/hour DOE

Reports to: Communications Director

Start Date: January 2027

About Idaho Trails Association

Idaho Trails Association (ITA) works to protect, maintain, and improve Idaho's incredible trail systems while connecting people to the places they love through hands-on volunteer trail stewardship. Each year, ITA brings hundreds of volunteers into Idaho's backcountry to maintain trails, build community, and care for public lands.

As ITA continues to grow, we are looking for a creative, organized, and enthusiastic **Communications and Development Assistant** to support our communications, development, volunteer and donor engagement, and event efforts.

Position Overview

The Communications and Development Assistant will report to and work closely with the Communications Director to expand ITA's ability to tell its story, engage volunteers and members, connect with donors, and build awareness of Idaho's trails and ITA's work.

This is a varied, hands-on position ideal for someone who enjoys switching between creative projects and organizational tasks. The Communications and Development Assistant will help create engaging content, coordinate events, support fundraising and membership campaigns, maintain organizational systems, and assist with day-to-day operations that keep ITA connected to its members, volunteers, donors, and partners.

Key Responsibilities

Communications & Storytelling

- Assist with ITA's social media channels, including developing and scheduling posts, reels, and other engaging content.
- Help tell the stories of ITA volunteers, trail projects, partners, donors, and the Idaho trails community.
- Assist with photography, video, and other multimedia content creation.
- Help develop website content, including project updates, blog posts, event information, and other stories.
- Assist with email newsletters and targeted communications campaigns.

- Help identify opportunities to promote ITA's work through newspapers, magazines, radio, podcasts, television, and other media outlets.

Events & Community Engagement

- Represent ITA at outreach events, festivals, trailhead events, and other opportunities to connect with the public.
- Support the development of new ITA-led fundraising and community events, such as trail runs, hike-a-thons, social gatherings, and other creative events.
- Help recruit, train, and support volunteers who staff events and represent ITA at community gatherings.

Development & Membership

- Assist with membership and fundraising campaigns, including ITA's annual membership drive and other targeted appeals.
- Help coordinate donor communications and stewardship.
- Assist with direct mail, advertising, and other fundraising and outreach campaigns.
- Support development of creative ways to engage current and prospective donors and members.

Administrative & Organizational Support

- Assist with maintaining and improving ITA's Salesforce database and other organizational systems.
- Help process membership and donation payments, receipts, and acknowledgments.
- Support improvements to ITA's website and volunteer/project management systems.
- Provide general administrative support to the Communications Director and other staff as needed.

Qualifications

We are looking for someone who is enthusiastic about trails, public lands, and building community.

Required skills and experience:

- One year or more experience working in marketing or communications, either in the non-profit or corporate world.
- Strong proficiency with Microsoft Office Suite, including Excel, Word, and other spreadsheet tools

The ideal candidate will have:

- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Experience creating content for social media and/or digital communications.
- Comfort learning and working with databases and online systems; experience with Salesforce is a plus.
- Experience with event planning, volunteer coordination, fundraising, or nonprofit communications is helpful.
- Basic photography, video, graphic design, or other multimedia skills are a plus.
- Ability to manage multiple projects, prioritize competing deadlines, and work independently.
- A positive, flexible, and collaborative attitude.
- Willingness to occasionally work evenings and weekends for events.
- An interest in Idaho's trails, public lands, outdoor recreation, and conservation.

What We Offer

This position provides an opportunity to play a meaningful role in the growth of a statewide trails nonprofit and to work alongside staff, volunteers, donors, land managers, and outdoor enthusiasts across Idaho.

The Communications and Development Assistant will have the opportunity to:

- Help shape ITA's public voice and storytelling.
- Build creative communications and marketing campaigns.
- Develop new community and fundraising events.
- Work directly with volunteers and members.
- Help strengthen ITA's systems and capacity as the organization grows.
- Spend time connecting people with Idaho's incredible trails and public lands.

Position Details

This is a **part-time position based in the Treasure Valley area**, reporting to the Communications Director. Work will be completed remotely (ITA does not have a brick-and-mortar office), with regular in-person meetings, and events in the Treasure Valley area and occasional travel elsewhere in Idaho.

The position is anticipated to be approximately **20 hours per week**, with hourly compensation of \$23.00, depending on experience and final position structure.

ITA anticipates an initial one- or two-year term with potential for expansion, with the possibility of transitioning to a full-time position as organizational needs evolve.

How to Apply

Please submit a resume and brief cover letter explaining your interest in the position and why you would be a good fit for Idaho Trails Association. **Send cover letter and resume to jobs@idahotrailsassociation.org by COB November 9, 2026.**

ITA is committed to building a diverse and inclusive community of staff, volunteers, and partners. We encourage people with a wide range of backgrounds and experiences to apply.