



JOB DESCRIPTION

Position: Communications Coordinator

Reports to: Communications Manager

OUR WORK:

Colorado Organization for Latina Opportunity and Reproductive Rights (COLOR) & COLOR Action Fund (COLOR AF) are community-rooted non-profit organizations that works to enable Latinxs and their families to lead safe, healthy and self-determined lives by holding elected officials accountable to our issues and electing people who support our mission.

We value justice and equity for all people: creating awareness of intersectionality and the ways it is used to either support or marginalize Latinx people. We are a community rooted nonprofit working to create intergenerational opportunities and leadership. We model sex positivity and support Latinxs' right to make their own decisions.

SUMMARY OF POSITION:

The Communications Coordinator is a full time, exempt position reporting to the Communications Manager. The position is based in Denver, CO. This position is responsible for maintaining COLOR's website, analytics, supporting the communications team, guide the completion of a one year contract with CDC Equity Alliance, and must demonstrate a commitment to COLOR's vision, mission, and programs.

RESPONSIBILITIES:

- Fulfill one year contract with CDC Equity Alliance
 - Educate our community about the COVID vaccine through digital communications campaign and work with contract field person to promote and plan COVID outreach events/field campaigns to communities that are currently and have been historically underserved and under-resourced.
- Supporting the implementation of digital content including but not limited to civic engagement, programmatic materials, etc.
- Collaborate with Communications Manager to update and manage COLOR and COLOR Action Fund websites.
- Create a quarterly analytics report of COLOR's targeted emails and social media platforms (including Facebook, Instagram and Twitter).
- Support rapid response needs such as drafting text and graphic content.
- Support COLOR team with minor technical support and social media needs.
- Assist in moderating comments, live tweets, and social engagements during live-streamed events.
- Support in ensuring the accuracy of external materials including PowerMails and press statements.
- Assist in replying to direct messages from COLOR audiences on different social platforms.
- Aid Communications Manager in creating original, compelling Reproductive Justice framed content for social media, traditional advertising, paid communications, and questionnaires, etc.

REQUIRED QUALIFICATIONS:

- Strong familiarity with Google Docs, various Socials Platforms, Wordpress, Wix, and Email.
- Preferred knowledge in Facebook Analytics, Twitter Analytics, Instagram Analytics, Adobe Creative Cloud Softwares, and EveryAction.
- Excellent attention to detail, organizational skills, and ability to prioritize.
- Excellent written communication skills and ability to work on teams.

SPECIAL INSTRUCTIONS TO APPLICANTS:

This position will work primarily remote until it is safe to resume regular office hours. Flexible work schedule when evening and weekend hours are required.

COMPENSATION:

Salary range based on experience is \$40,000 to \$45,000 with a competitive benefits package.

HOW TO APPLY:

Position open until filled. Please send resume and cover letter to info@colorlatina.org and write *Communications Coordinator* in the subject line.