

Communications Coordinator

The Colorado Legacy Foundation (CLF), a 501 (c)(3) corporation, is seeking a Communications Coordinator. CLF is a rapidly growing non-profit which partners with the Colorado Department of Education to advance innovation in public education. The Communications Coordinator will be responsible for all external communications including drafting and disseminating press releases, building relationships with communications personnel in our grantee districts, establishing relationships with local media outlets, and monitoring local and national media for coverage and opportunities relevant to CLF and its mission.

The Communications Coordinator will report to the Senior Director of Communications and Development.

MAJOR SKILLS

- Excellent verbal and written communication skills.
- Ability to work independently to organize, prioritize, manage, and successfully execute multiple assignments simultaneously.
- Ability to work with a team in a fast-paced environment.
- Experience with new and social media required.
- Non-profit experience desirable.

DUTIES AND RESPONSIBILITIES

- Work with Senior Director of Communications and Development to identify and proactively pursue new and traditional media opportunities.
- Draft and disseminate press releases.
- Ensure event exposure and recognition through communications, awareness building, public relations, social media and web sites.
- Plan all aspects of stakeholder convenings.
- Maintain social media presence, including Facebook, Twitter, Vimeo, etc.
- Compile and distribute daily media clips to CLF staff.
- Manage relationships with grantee communications staff.
- Develop productive relationships with local media outlets.
- Collaborate with program and communications personnel to effectively plan communications efforts.

EDUCATION

Bachelor's Degree in Communications or related field required.

Applicants should submit resumes to jobs@colegacy.org. No phone calls.

The Colorado Legacy Foundation is an equal opportunity employer that values diversity in the workplace. CLF strives to be an inclusive organization, and as such takes affirmative action to insure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.