

Position: Outreach & Communications Coordinator

Reports to: Outreach & Communications Manager

Status: Full-time (32 hours per/week), non-exempt

About The Blue Bench:

At The Blue Bench, our mission is to eliminate sexual assault and diminish the impact it has on individuals, their loved ones and our community through comprehensive issue advocacy, prevention, and care. Our hope is to one day live in a world where sexual assault no longer exists; where there are no more victims, friends and families suffering in its wake. This is what inspires our efforts. And until that day comes, our work is not complete. Inspired by the courage of one another – as survivors, activists, advocates and community leaders, The Blue Bench has helped hundreds of thousands of Denver-area individuals find the courage to move from victim to survivor.

Job Purpose:

The Blue Bench seeks a detail-oriented and creative communications and outreach coordinator. The individual in this role is responsible for the day-to-day operations of the department's communications, fundraising, and outreach activities and will assist in coordinating major events on behalf of The Blue Bench. This is an ideal opportunity for an individual who is creative and detail-oriented and who is excited to grow their experience in nonprofit communications and outreach.

Essential Duties & Responsibilities:

Communications Support (50%)

- Assist the Manager of Outreach and Communications in creating content for TBB's Instagram, Twitter, Facebook, LinkedIn, TikTok, and YouTube
- Assist the Manager of Outreach and Communications in creating and executing e-comms, newsletters, and marketing campaigns
- Proofread website content and make sure it is up to-date
- Respond to social media inquiries in a timely manner.
- Track and interpret marketing analytics
- Assist in the creation and execution of The Annual Report and End Of Year Appeal
- Back-end preparation for Colorado Gives Day

Outreach Coordination (40%)

- Collaborate with the communications and outreach manager on marketing for and promoting events.
- Support the communications and outreach program manager on coordinating The Blue Bench's participation in community events and outreach events.
- Staff community events on behalf of The Blue Bench.
- Support third-party community outreach and fundraising event efforts.

Life of the Organization (10%)

- Fully participate in organizational activities including staff meetings and learning times.

Knowledge, Skills & Abilities:

- Committed to advancing The Blue Bench's mission and vision.
- Awareness of, and willingness to engage in, the difficult and transformative work of challenging systems of sexual violence.
- Commitment to race and other forms of equity, both internally in our organization and externally in the communities that we serve.
- Understands and values equity as an organizational operating principle and is committed to continued learning on issues related to justice, diversity, equity, and inclusion.
- Knowledge of nonprofit fundraising and outreach practices.
- Strong interpersonal and relationship building skills.
- A strong, consistent attention to detail, an organized work style, and the ability to follow through on work assignments independently.
- Strong collaboration and collaborative problem-solving skills.
- The ability to work some evenings and weekends when needed to staff events.

Minimum Qualifications:

- Experience working in a professional setting, this may include experience gained from an internship.
- 1 or more years of communications experience
- Familiarity with the use of Bloomerang or similar fundraising management database or the demonstrated ability to learn new software.
- Experience with the use of Microsoft Office and Adobe Suite
- Experience with social media and content creation/management
- Ability to work some weekends and evenings to fulfill outreach and community events will be required

Compensation:

This is a 32 hour a week non-exempt position, and the salary range is \$19.50 - \$21.50 per hour. Differentials are offered to those who fluently speak (a) language(s) in addition to English and who offer to use this skill to assist the communities The Blue Bench serves.

The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ+ candidates are strongly encouraged to apply.

Benefits:

The Blue Bench offers a comprehensive benefit package including \$300 employer contribution towards fully funded medical plans, paid base dental, paid life insurance and long-term disability, as well as vision, short-term, and supplemental coverage options. We also offer generous paid vacation and sick/wellness time, paid holiday leave, flexible work schedules, and a hybrid in-office/remote work environment.

To apply, please submit your cover letter and resume to jobs@thebluebench.org. In the subject line, please include "Outreach and Communications Coordinator."

