



## Job Announcement Communications Associate

Created in 2018 after 70% of Denver voters turned an idea into a reality, Caring for Denver Foundation works to address Denver's mental health and substance misuse needs by growing community-informed solutions, dismantling stigma, and turning the community's desire to help into action. Caring for Denver Foundation has funded more than \$98.2 million in the areas of alternatives to jail, community-centered solutions, youth, and special initiatives.

If you are looking for an opportunity to work closely with a small group of diverse staff dedicated to the mission and vision of their work, to be a supportive partner with organizations doing innovative work in Denver, and to contribute to foundation communications and community engagement in a way that results in increased community awareness and impact, then this is the job for you.

Serving as an ambassador of Caring for Denver Foundation ("Foundation"), the Communications Associate will implement communications and outreach strategies to further the Foundation's mission to improve the mental health and substance misuse needs of all residents of the City and County of Denver.

This position will work directly with the Director of Communications, other staff members, and consultants to implement a communications and community engagement outreach plan to ensure the voice of the community is reflected in the Foundation's work.

### **Responsibilities**

The Associate is responsible for implementing communications and community engagement efforts, including, but not limited to:

#### Communication Strategies

- Participate in the production, writing and editing of content for all institutional communications (written and electronic), press releases, social media, and internal communications
  - Create and share social media posts, newsletter, and web content
  - Provide website updates
  - Manage the foundation's digital assets
- Support staff with presentation design and critical eye for data visualization communication
- Collaborate with Communications Director to implement communications strategies
- Coordinate and support foundation events and forums, both online and in person

- Prepare and maintain presentations, reports, calendars, and media contact lists

#### Community Engagement Strategies

- Participate and support efforts to gather community input
- Solicit, document, and share consumer voice reflecting needs, experiences, and feedback in working with the Foundation
- Coordinate ongoing, targeted outreach programs to promote the foundation's mission, including:
  - Planning and implementing community outreach programs
  - Assessing and evaluating outreach program effectiveness to inform future programs and events
- Represent Foundation at community events to gain exposure and build relationships

Other duties as assigned.

#### **Qualifications and Requirements**

We are seeking an Associate that has:

- Experience with event planning and support
- Experience or interest in learning content management systems (WordPress preferred) and graphic design programs (Adobe Creative Suite, Canva, or similar web-based apps)
- Strong writing and copy-editing skills; ability to communicate clearly and effectively
- Experience engaging with community members and dedicated to connecting with others and building relationships equitably. Nonjudgment and comfort working with people from different backgrounds and beliefs is critical. Proficiency in any additional languages, particularly Spanish, is desired.
- Excellent time management and prioritization skills
- Desire and ability to thrive as part of an evolving team. The Foundation has been operating for three years, and the communications and community engagement team is continuing to shape processes and strategies that strengthen relationships and demonstrate the foundation's value and impact.

To perform this job successfully, an individual should be able to skillfully use Microsoft Office suite (Excel, Outlook, PowerPoint and Word).

Caring for Denver Foundation requires completion of a criminal background screening and proof of full vaccination against COVID-19.

#### **Supervisor Relationship**

The Communications Associate reports to the Director of Communications and does not supervise any employees. This position does not have administrative support.

#### **Salary and Benefits**

The full-time equivalent annual salary for this position \$68,000–85,000 commensurate with background and experience. Full-time employees of Caring for Denver Foundation

currently are offered a benefits package including 100% of the employee cost, and 50% of the spouse and dependent coverage cost for the organization's selected base plans for health, dental, and vision insurance (employees may select higher levels of coverage and pay the additional premiums). The Foundation contributes to short-term disability, long-term disability, and basic life and AD&D coverage. A 401k retirement plan is available—the Foundation matches up to 4% of the employee's compensation. Benefits also include paid time off including holidays and an employee assistance program. Several voluntary, self-paid benefits are also available including critical illness insurance.

### **Equal Employment Opportunity**

The Foundation is dedicated to the principles of equal employment opportunity in any aspect of employment. The Foundation does not discriminate against employees or applicants for employment because of age (40 and over), race, color, national origin or ancestry, sex, (including pregnancy, childbirth or related medical conditions, and breastfeeding), religion, creed, citizenship, marital status, family care status, physical or mental disability, genetic information, sexual orientation, gender, gender identity or expression, transsexual or transgender status, political belief, military or veteran status, or any other consideration made unlawful by federal, state or local law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other terms and conditions of employment. Instead, the Foundation endeavors to provide opportunity to all employees and applicants based on qualifications and job requirements. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

### **How to Apply**

This opportunity will remain open until the position is filled. Interested candidates should send an email and/or letter of interest and résumé to Search Committee at [search@caring4denver.org](mailto:search@caring4denver.org) with the subject line "Communications Associate".