



Community Initiatives Associate

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state and national level to develop and implement powerful programs, policies and initiatives that build brighter childhoods in Colorado.

Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds. All of our work is grounded in the foundations of equity and inclusion, family and community driven, holistic, and multigenerational approaches – and guided by our core values of empathy, innovation, growth, and integrity. Learn more at <https://www.illuminatecolorado.org/about/>.

Role: Under the guidance of the Senior Community Initiatives Manager, the Community Initiatives Associate is responsible for managing logistics and coordinating tasks for coalitions and other collaborative spaces, with an emphasis on primary prevention of child maltreatment.

Specific Duties Include:

Provide meeting coordination and support for various collaboratives spaces associated with the **Colorado Partnership for Thriving Families (CPTF)**, including:

- Manage meeting scheduling and logistics, including creation of virtual meeting links, creation and maintenance of calendar invitations, and support of in-meeting technology needs
- Document accurate and timely meeting notes and track attendance
- Support collection and maintenance of participants' demographic information
- Maintain the organization of meeting notes, deliverables, and shared documents
- Support the Senior Community Initiatives Manager with deliverable completion, including reporting
- In coordination with the Finance team, lead Community Initiatives family voice compensation process across multiple projects

Implement the Communications Plan for the Colorado Partnership for Thriving Families, including:

- Coordinate mass email systems, including drafting and sending emails and maintaining group lists and subscription forms
- Steward and maintain website, including maintenance of the Events plugin
- Coordinate blogs, newsletters, and other communication tactics including working with partners and storytellers
- Coordinate language access for CPTF spaces—including coordination with translation/interpretation experts

Serve as project coordination lead, including supporting research functions, for at least one collaborative project.

Lead statewide stakeholder outreach and orientation to projects. Stakeholders include county agencies, community-based organizations, communities, and families.

Coordinate event planning and logistics for related summits, learning sessions, or other events.

Other duties as assigned.

Experience, Skills, and Qualifications:

- One to three years of coordination or administrative experience, including communications support experience
- Experience working with coalitions and/or community organizing experience
- Experience coordinating research projects or story sharing projects
- Strong attention to detail, superior task management and organizational skills
- Passion for supporting collaborative processes
- Excellent oral and written communication skills
- Commitment to advancing social and racial equity through collective action.
- Demonstrated ability to establish and maintain highly collaborative working relationships with individuals of diverse professional backgrounds, technical expertise, and lived experience.
- Ability to balance multiple projects with shared deadlines while being responsive to emergent needs.
- Proficiency in Microsoft Office (Excel) and Gsuite
- Desirable:
 - Experience and/or knowledge related to child maltreatment prevention, Strengthening Families protective factors, and/or maternal child health

- Experience working with a broad range of populations, particularly in a coalition capacity
- Proficiency in using MailChimp, Apricot, Smartsheet, Alchemer, and or similar systems
- Fluency in Spanish

Compensation & Schedule:

This is a full-time position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$40,000 - \$50,000

Illuminate Colorado offers health and dental benefits as well as participation in a 401K, EAP, and Life Insurance benefits. In addition, Illuminate Colorado has an unlimited paid time off policy and offers both flexible scheduling and remote work. Residency in Colorado, or anticipated relocation to Colorado in the near future (at your own expense), is a condition of employment with Illuminate.

We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways.

To Apply:

Please submit a cover letter, resume, and three references via email with "Community Initiatives Associate" in the subject line to hire@illuminatecolorado.org.

Application Deadline: Noon on February 9th, 2023

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