



## Strategic Initiatives Associate - CPTF

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 Strategic Initiatives Manager, the Strategy 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 communication, meeting scheduling and logistics, including creation of virtual meeting links, creation and maintenance of calendar invitations, and support of in-meeting technology needs
- Within 24-48 hours of meeting, document accurate and timely meeting notes and track attendance
- Support Strategic Initiative Manager with tracking, communication, data collection, and evaluation
- Maintain the organization of meeting notes, deliverables, and shared documents
- Support the Strategic Initiatives Manager with deliverable completion, including reporting
- Be the key contact for Lived Experience Members (LEx) participating in the CPTF

- In coordination with the Finance team and SI Director, provide invoice management for LEx compensation across multiple projects
- Support the work of the Early Childhood Comprehensive Systems project as needed

Implement the Communications Plan for the Colorado Partnership for Thriving Families with support from Illuminate Colorado's Communications Team, including:

- Coordinate mass email systems, including drafting and sending emails and maintaining group lists and subscription forms
- Steward and maintain website content, including maintenance of the CPTF calendar.
- 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 partner outreach and orientation to projects. Partners 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 with 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 (Word, Excel, Powerpoint) and Google suite

- 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 \$45,000 - \$55,000.

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.

### **To Apply:**

Please submit a cover letter, resume, and three references via email with **“Strategic Initiatives Associate - CPTF”** in the subject line to [hire@illuminatecolorado.org](mailto:hire@illuminatecolorado.org).

### **Application Deadline:**

April 9th, 2024, at 5pm

*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 anyway.*