

Job Title: Marketing and Events Coordinator

Department: Marketing and Events

Reports To: Director of Marketing and Community Engagement

Status: Hourly non-exempt, 20-30 hours per week (flexible)

Compensation: \$20-\$25 per hour, depending on qualifications

About ChildSafe: We are a 501(c)3 non-profit treatment center serving survivors of child abuse (primarily sexual abuse) in Northern Colorado for the past 36 years. We treat child victims ages 2-18, adults abused as children, and non-offending family members. We work hard to coordinate our services with outside professionals involved with our families. We believe all survivors should have access to comprehensive, quality services regardless of their financial circumstances.

Our Mission: To break the cycle and heal the trauma resulting from childhood abuse and neglect with specialized treatment, education, and community outreach.

Job Summary:

We are seeking a highly motivated and organized Marketing and Events Coordinator to join our dynamic team. The ideal candidate will assist in the planning and execution of marketing campaigns, promotional events, and community engagement initiatives. Additionally, this role will involve coordinating and managing volunteers who play a crucial role in our events and marketing efforts.

Key Responsibilities:

1. Event Planning and Execution:

- Collaborate with the Director of Marketing and Community Engagement to plan and execute various promotional and fundraising events and campaigns.
- Assist in logistics coordination, including venue selection, vendor management, and equipment setup.
- Coordinate event timelines and ensure all aspects run smoothly.

2. Marketing & Outreach Support:

- Assist in the creation and distribution of marketing materials, including flyers, brochures, and digital content.
- Monitor and update social media channels, websites, and email campaigns.
- Collect and analyze data to evaluate the success of marketing strategies.
- Provide outreach support as needed, including but not limited to staffing a table at community events.

3. Volunteer Management:

- Recruit, onboard, and train volunteers for events and marketing activities.
- Create volunteer schedules and ensure proper coverage for events.
- Provide guidance and support to volunteers, ensuring a positive volunteer experience.

4. Budget Tracking:

- Assist in budget management by tracking expenses related to marketing and events.
- Help identify cost-saving opportunities and maintain financial records.

Qualifications:

Bachelor's degree in Marketing, Communications, Event Management, or a related field, or equivalent work experience.

At least 4 years of professional experience in event planning, marketing, volunteer management, or related non-profit role.

Strong organizational and time management skills with attention to detail.

Excellent communication and interpersonal skills.

Proficiency in Microsoft Office products, Google Suite, and other marketing software/tools.

Ability to work independently and as part of a team, maintaining a positive attitude.

Creative thinking and problem-solving skills.

Flexibility to work evenings and weekends as required for events.

Note: The responsibilities and qualifications listed in this job description are not exhaustive, and the Marketing and Events Coordinator may be required to perform additional tasks as necessary to meet the goals and objectives of the organization.

BENEFITS

SALARY, BENEFITS AND SCHEDULE: This is a part-time (average 15-20+ hrs/week) position with a varying schedule based on grant cycles. Tentative schedule includes Monday-Friday, 4-5-hour shift excluding lunch, at an office in mid-town Fort Collins. A limited hybrid arrangement is possible 90 days after start date, at the discretion of the Executive Director. The position requires some flexibility and will include some evening and weekend hours. Salary Range: \$20-25/hour depending on education and experience

Benefits include:

- Employee Tele-Health program.
- Pro-rated Staff Wellness reimbursement program.
- Professional Development Assistance
- Living Wage Policy
- Ongoing employee engagement events

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orientation, gender identity, religion, national origin, age (40 and over), disability, military status, genetic information, or any other basis protected by applicable federal, state, or local laws. ChildSafe Colorado, Inc. also prohibits harassment of applicants or employees based on any of these protected categories. It is also ChildSafe Colorado, Inc.'s policy to comply with all applicable federal, state, and local laws respecting consideration of unemployment status in making hiring decisions.