



Position Title: Communications & Operations Manager

Required Qualifications:

- Bachelor's or Associate's degree
- Pass background screening
- Experience managing projects, events, and/or programs
- Excellent verbal and written communication skills, ability to relate effectively with people of varying backgrounds
- Demonstrated ability to foster positive, supportive relationships with collaborative partners
- Experience and/or passion for serving youth and families facing adversity such as poverty, substance abuse, and educational challenges
- Ability to maintain confidentiality
- Willing and able to work occasional evenings and weekends
- Working knowledge of computer operations including Microsoft Office programs (Word, Excel, Publisher); website management; marketing, graphic design, and donor platforms

Desired Qualifications:

- A responsible, flexible, mature, enthusiastic character
- Ability to multi-task, manage time, be detail-oriented, and show initiative
- Ability to work independently and with a team
- Ability to speak/write in Spanish helpful, but not a requirement

Job Summary:

Lead the organization in achieving higher visibility within Routt County and Colorado with the purpose of increasing recruitment of volunteer mentors, fundraising, and additional resources.

Key responsibilities include but not limited to:

- Create and execute the organization's communications strategy and marketing plans
- Coordinate with staff on all aspects of volunteer and donor recruitment and recognition
- Represent Partners in Routt County (PRC) at community events and presentations
- Produce and distribute newsletters, the annual report, and other publications and documents to stakeholders
- Manage the organization's public platforms: website, social media, etc.
- Assist with all aspects of grant management, requirements, tracking, and reporting
- Assist with fund development:
 - Donor database management
 - Grant calendar, applications, reports, and tracking
 - Planning and implementation of special events and fundraisers with an emphasis on PRC's annual signature event the Steamboat Amazing Race
- Support the Executive Director, Board of Directors, and PRC staff in supplemental tasks as needed, including strategic planning and execution, IT assistance, and administrative duties
- Attend relevant professional development training opportunities, as available and requested

General Duties:

- Work professionally with all staff as part of PRC's integrated team and participate in related internal and external meetings as required
- Work within the context of PRC's policies, procedures, and guidance
- Report to the Executive Director and be accountable for all aspects of work performance
- Promote the safety, welfare, and positive youth development of PRC youth participants

Other:

Flexible schedule; fun and committed staff and Board of Directors; and a great work environment, including a dog friendly office

This is a .75 full time equivalent, non-exempt position (30 hours/week) with an hourly rate range of \$17-18, based on qualifications, and is eligible for company benefits (very competitive package of health insurance, 401K, HSA, PTO) after introductory period (1st of the month following 30 days from hire).

Application:

Priority will be given to applicants who submit their application by Wednesday, August 14. To apply, please submit a cover letter and resume to Executive Director Michelle Petix at michelle@partnersrouttcounty.org.

This position is open until filled, with the goal of a start date in early September 2019.

Partners in Routt County is an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Please refer to www.partnersrouttcounty.org for more information on the organization's mission, history, programs, and events.

Revised: 8/1/2019