



www.immunizecolorado.org

Communications Coordinator – Full Time

Immunize Colorado is a nonprofit 501(c)(3) organization dedicated to elevating the essential role vaccines play in preventing illness and promoting health for all of Colorado.

Our Mission: Immunize Colorado works to protect Colorado families, schools, and communities from vaccine-preventable diseases. We achieve our mission through six core program areas: public policy, provider education, community outreach and awareness, data translation and action, free- and low-cost immunization services, and coalition building.

Position:

Communications Coordinator

Full-time; Exempt (40 hours per week)

Supervisor: Communications Director

Supervision: None

Salary: \$42,000 – \$46,000 (commensurate with experience)

Benefits:

- 100% coverage of employee's health insurance premium; 50% coverage of dependents' health insurance premium
- Up to 3% employer match on Simple IRA retirement plan
- 50% coverage of Short-Term Disability plan
- Flexible Health Spending Account
- Opportunity to work remotely 4 days each week
- Reimbursement stipend for cell phone and home internet
- 15 days of paid time off (PTO) in first year; 9 paid holidays plus the week between Christmas and New Years' Day off (paid)
- One day a month for personal passion project (Tinker Day)

Minimum Required Skills and Qualifications:

- B.A. or B.S. in communications, journalism, or a related field
- At least two (2) years of experience in communications, preferably in a health-oriented field
- Excellent organizational, problem solving, research, and verbal and written communication skills
- Flexibility to work across multiple program areas with evolving priorities and ability to prioritize time-sensitive tasks
- Self-starter who takes initiative and can work independently while employing a highly collaborative style; enjoys creating and implementing new initiatives
- Proficiency in Microsoft Office suite, WordPress, Canva, Facebook, Twitter and MailChimp; experience with Adobe InDesign and client relationship management systems (CRMs) preferred
- Excellent skills in and knowledge of social media platforms, including experience with analytics and reporting

- Some experience with event coordination, fundraising, media relations, and graphic design preferred
- Must pass criminal background check, drug-screening test and provide documentation of some required vaccinations
- Must be dedicated to improving Colorado's health through vaccination

Position Overview:

Reporting to and working closely alongside the Communications Director, the Communications Coordinator will support the organization's communications and awareness building efforts, including the development and coordination of content, materials, and programs that serve to grow Immunize Colorado's impact and engage our coalition. This is an exciting opportunity to work alongside a passionate team within a small yet influential public-health focused nonprofit on a variety of initiatives to better protect children and communities from vaccine-preventable disease. The Communications Coordinator will be responsible for the following:

- Contribute to the writing, editing, production and distribution of all print and online communications, including monthly e-newsletter, media releases, fact sheets, calls to action, event communication, and other documents that describe Immunize Colorado's initiatives, events, programs, and resources.
- Explore innovative ways to reach Colorado parents, families and the public with pro-vaccine public health messages and education.
- Manage the organization's social media strategy; coordinate regular social media postings consistent with current events, relevant observances, or programmatic updates, including creating engaging graphics and copy.
- Work with Communications Director to maintain, regularly audit and update Immunize Colorado websites.
- Coordinate monthly postings to Immunize Colorado's Team Vaccine blog, including brainstorming pertinent post topics, coordinating interviews, researching potential contributors, and contributing postings.
- Coordinate marketing efforts for Immunize Colorado events, including our monthly provider education webinar series, annual statewide immunization summit, and annual fundraising event.
- With the Communications Director, support planning of our annual fundraising event and other fundraising efforts; help to coordinate event logistics, sponsorship, donor recognition, and marketing.
- Assist Communications Director in fielding media requests and proactively pitching stories to members of the media.
- Identify and coordinate Immunize Colorado's participation in virtual and in-person opportunities, such as community events, to engage community members and parents on the topic of immunization.
- Work with Program Coordinator to provide communications support for Immunize Colorado's grassroots advocacy, outreach, and volunteer efforts.
- Maintain a strong understanding of the issue of immunization; transform complex topics into targeted, user-friendly messages.

To Apply:

Please send cover letter, resume, two professional references, and three writing samples to Emily Clancy at Emily.Clancy@childrenscolorado.org. Interviews will be held on a rolling basis until the desired candidate is secured.