



**POSITION:** Community Impact and Communications Manager

Reports to: Public Policy Director

Classification: Full Time Exempt (36 hour work week)

Compensation: \$58,000-\$62,000/annual

**Benefits:**

- Full Health, Dental, and Vision coverage for employee
- Generous paid time off
- 3% Simple IRA match
- RTD EcoPass
- Flexible & remote work options
- Monthly internet stipend

**ABOUT VIOLENCE FREE COLORADO**

Violence Free Colorado is recognized as the state’s anti-Domestic Violence Coalition. Our purpose is “advancing the well-being of all Coloradans through relationships free from abuse and oppression.” We work at the local, state, and national level to create system-wide change by influencing policy and supporting direct service organizations with resources, training, and technical assistance. We are committed to working in partnership with survivors and other anti-oppression movements to address the root causes, and overlapping dynamics, of violence. Violence Free Colorado is excited about our current trajectory. We are a progressive organization fostering a workplace culture rooted in equity, transparency, liberation, and care.

**ABOUT THE POSITION**

The Community Impact Manager is responsible for planning, developing, implementing and monitoring Violence Free Colorado’s strategic communications, and projects. As the state anti-domestic violence coalition, one of our core responsibilities is to be a nexus of information for our members, community partners and the public. We want to be a go-to source for content on domestic violence, gender-based violence, trauma informed care, anti-oppression work and community connections. The CIM’s purpose is to build a network of information sharing and community dialogue through media, community outreach and membership.

We are seeking a colleague who is excited about stepping into a dynamic team at a moment of change and transition. In keeping with our organizational core values, the successful candidate will engage their work in trauma-informed, culturally responsive ways that center accessibility, equity, and inclusion. Like all coalition staff, the CIM will work to center the experience of survivors and to identify ways that domestic violence intersects with experiences of oppression based on identity and access to power. All Violence Free Colorado staff are expected to participate in our internal work on diversity, equity, and inclusion and our ongoing vision work. The successful candidate will recognize the power of communications as a teaching

tool and as a means of creating connections. They will be excited to amplify the voices of our member programs and lift up the life-saving work of advocates across Colorado.

## **ESSENTIAL JOB FUNCTIONS**

### **COMMUNICATIONS:**

- Responsible for internal and external communication strategies, social media and other online presence, and the development of communications printed materials.
- Develop, implement, and monitor communications' initiatives that further Violence Free Colorado's strategic goals and are in the best interest of survivors of relationship violence and Violence Free Colorado members.
- Implement and revise, as needed, a Coalition communication plan that furthers Violence Free Colorado's strategic initiatives and increases public awareness of Violence Free Colorado and its mission, programming, member programs, and the issue of relationship violence.
  - With the Public Policy Director, develop and coordinate Violence Free Colorado awareness and public-will building campaigns and internet marketing programs.
  - With the Public Policy Director and Executive Director on legislative and public policy communications.
  - Manage the structure and content of Violence Free Colorado website; develop and execute all communications on the Coalition website and social media outlets.
  - Expand Violence Free Colorado's social media presence through existing and new social media outlets.
- Produce the monthly e-newsletter, annual report, and other special reports as needed.
- Coordinate the development and design of agency publications.
- Monitor brand consistency and integrity.
- Create framework/talking points for member programs around a wide array of relationship violence issues.
- Provide technical assistance and training to member programs on public relations, communications, media advocacy and media relations, and promote member programs' innovative and best practices.

### **MEMBER AND SURVIVOR ENGAGEMENT:**

- In collaboration with team members, manage recruitment and retention of Violence Free Colorado members (organizations and individuals).
- Participate in promotion of coalition membership, member benefits and coalition programs and services.
- Work with Finance, Grants and Operations Manager to ensure timely completion of administrative tasks related to new and renewing members and

payment processing, coordination of membership renewals, production of membership reports, updating membership data on website and in other the Coalition Manager database.

### **ORGANIZATIONAL LEADERSHIP**

- Assist other Coalition staff in communication related projects.
- Represent Violence Free Colorado on outside committees, and at statewide and national events or conferences.
- Participate in internal vision work, including theory of change, strategic planning, and culture building.
- Participate in various boards, task forces, and committees that impact domestic violence-related economic justice and housing policy.
- Support internal equity (ACRTI) work.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Bachelor's level degree in human services, communications, journalism, gender studies, critical theories, or related field; OR 5-10 years equivalent experience.
- High level of understanding of domestic and sexual violence, stalking, and the ways these intersect with issues of identity and oppression.
- Demonstrated commitment to anti-racism and anti-oppression work.
- Excellent communication skills. Ability to communicate information to small and large groups, to domestic violence experts and the public.
- Strong organizational skills and ability to handle multiple priorities/deadlines.
- Ability to adapt to new situations and change focus unexpectedly.
- Experience with Zoom and other online communication platforms, Microsoft Office programs and databases.
- Due to our funding sources, all staff must submit an I-9 at time of hire.
- Due to our funding sources, a background check and fingerprinting are required.
- Due to our funding sources, all employees must live in Colorado at the time of employment.

### **PREFERRED QUALIFICATIONS**

- Candidates who identify as bicultural and bilingual are strongly encouraged to apply.
- Direct-service experience in advocacy, counseling or community organizing.

### **Additional Requirements:**

While we work primarily remotely, all staff must live in Colorado at time of employment. Ability to travel statewide for training and technical assistance. Occasional evening and weekend work may be required.

Note to potential applicants: The final candidate must have the ability to perform the majority of duties in this role. Having said that, we acknowledge that individuals who have experienced systemic oppression tend to undervalue what they can contribute to an organization. We encourage you to apply for this job if it sounds like a good fit for you, even if you aren't confident you meet every single one of the requirements.

### **HOW TO APPLY**

Send a cover letter, resume and contact information for three professional references, in a single PDF attachment with the subject line "(your last name) Community Impact and Communications Manager" to [jobs@violencefreeco.org](mailto:jobs@violencefreeco.org) Speak to how your experience and qualifications match what we are looking for in this role in your cover letter. We invite candidates to include chosen names and pronouns on documents. Include in your application what reasonable accommodation(s) you need to apply. Application review starts immediately and will be open until filled.

### **EQUAL OPPORTUNITY**

E.O.E. – Violence Free Colorado is an Equal Opportunity Employer. We do not discriminate on any protected status and enthusiastically welcome applications from people of all genders and gender expressions, all sexual orientations, members of BIPOC communities, the formerly incarcerated, and persons in/of any other protected class, such as religion, disability, marital status, veteran status, national origin, pregnancy status, or genetic status. Survivors of systemic oppression and/or gender-based violence are highly encouraged to apply.