

- Work with website manager on maintenance and design of EOCs site
- Collaborate on the strategy and execution of social media messaging
- Other Duties as assigned

MINIMUM QUALIFICATIONS:

- Five or more years of communications work experience
- Excellent writing and editing skills
- Must have excellent organizational and project management skills with the ability to consistently meet deadlines
- Proven success designing and executing collateral material from design idea to publications
- Excel at conducting research and have an analytical mindset
- Ability to work independently and with teams

PREFERRED QUALIFICATIONS:

- Help coordinate and represent the organization at events
- Able to remain current with communications trends
- Familiar with Energy Outreach Colorado's mission/vision. Some knowledge of the energy sector a plus
- Ability to communicate comfortably and effectively with Board members and external influencers

To Apply: Interested candidates should submit the following documents to Jobs@energyoutreach.org:

- Resume
- Cover Letter

Application Deadline: Open Until Filled

Benefits:

- Medical, dental, vision, and life insurance covered at 100% for employee, with options for FSA or HSA programs
- Generous 401k plan with an 8% company contribution and no required employee match
- Building gym membership
- Great office culture with team building events, training opportunities, and volunteer days
- 10 employee holidays + 1 week office closure at year's end
- Trusted Time Off policy
- Great Downtown Denver location, with work from home options

Energy Outreach Colorado is proud to be an equal opportunity employer. We encourage qualified candidates of all backgrounds to apply. Candidates will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We are proud that our staff is 100% fully vaccinated against COVID-19. Because of our work with the State of Colorado and the community surrounding us, we require all new employees to be fully vaccinated prior to joining our team.

Employment Type: Full-Time Employment

Salary: \$65-\$70 per year, depending on qualifications