



ENERGY OUTREACH COLORADO JOB DESCRIPTION

Energy Outreach Colorado was established in 1989 and leads a network of industry, state and local partners to Support, Stabilize and Sustain Coloradans to afford their energy needs. We believe that everyone deserves affordable access to the vital resources that power their homes. Our team is a group of talented, driven individuals who aim high to advocate for the communities we serve. Our core values are our guiding light, and we strive to exemplify them in our collaboration together and in our interactions with the community. These values are:

Collaborative Advocate Impactful Reliable Effective Trustworthy

If Energy Outreach Colorado sounds like a good fit for you, please read on to learn about this exciting opportunity!

TITLE: Website Manager

REPORTS TO: Chief Communications Officer

POSITION OVERVIEW: This position will be responsible for executing the strategies and management of all aspects of the EOC website, social media platforms, and analytical reports.

PRIMARY RESPONSIBILITIES:

- Oversee all aspects of the EOC website to include content management, architecture, hosting, design, SEO/SEM, analytics, Google Adwords, mobile optimization and ongoing technology updates and timely content revisions.
- Provide timely website revisions and refresh navigation and design
- Track traffic metrics
- Recommend solutions to boost website visibility
- Maintain the management of the EOC brand throughout the website overseeing organizational consistency in brand use and awareness
- Provide creative support and collaboration for program access and visibility putting participants in a successful position to obtain information and services

- Manage relationships between website contractors and EOC
- Accurately maintain budget and invoice information as they relate to job duties
- Collaborate with the EOC director of information technology as appropriate
- Other duties as assigned

QUALIFICATIONS:

- Demonstrated skills, knowledge and experience with website publishing platforms, content management systems, and a strong background of best practices theory, website design and social media.
- Excellent understanding of content delivery to a variety of audiences using digital platforms
- Successful experience with Microsoft Office Suite, Wordpress, website design, HTML and all social media platforms
- Must have excellent organizational and project management skills including the ability to meet deadlines and efficiently prioritize workload
- Must have the ability to work independently and be self-motivated as well as work effectively with internal staff and teams
- Strong analytic and project management skills.

Location: Remote

Expected Start Date: When filled

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: \$65,000 - \$70,000 per year, depending on qualifications