

Marketing and Community Relations Associate

Localworks is seeking a Marketing and Community Relations Associate. This team member will work closely with the Executive Director to scope and deliver brand management for Localworks, and will assist the Executive Director in community relations work. Localworks delivers a broad array of community programs which include (but are not limited to) our Live Local program, business support and promotion programs, community events, our home and business improvement loans and participation in the newly forming Makerspace. Responsibilities include website content creation and management, social media content creation, newsletter creation, annual report creation, event coordination, and management of donor data within our CRM. This is a full-time position which requires occasional evening and weekend work related to delivery of community and business programs. This position is eligible for a hybrid work schedule.

This job is ideal for someone who has:

- Excellent interpersonal skills with a passion for working with community members.
- Excellent time management skills, attention to detail and the ability to work remotely and in-person (with appropriate safety protocols).
- Experience in graphic design and social media content creation
- Comfort with digital platforms and willingness to learn new digital platforms.
- The ability to be flexible and adaptable or to “wear different hats” on any given day. Our work is dynamic and rarely boring!
- Comfort working in a dynamic and changing environment where the guiding question is “how can we do what we do better?”

Duties and responsibilities:

Brand/Marketing Management

- Scope and deliver community engagement and business support programs in partnership with the Executive Director. This includes helping with event coordination, volunteer coordination and event logistics.
- Create and deliver all forms of communication, including print and e-materials.
- As part of team, manage online resources including social media content, websites (content and management in partnership with the Executive Director), and customer relationship management software.
- Assist in fundraising efforts.

Community Outreach and Engagement

- Ensure client, customer, and organizational needs are met with positive and excellent customer service.
- Act as a liaison in partnership with the Executive Director with community groups, businesses, and the City of Wheat Ridge.
- Connect and communicate successfully with community members, and advocate for the benefits of Localworks programs.
- Ability to work at community events and programs with the goals of connecting with the community and promoting Localworks.

Administration

- As part of a team, develop and implement organizational processes to ensure effective delivery of programs, administration, and fundraising.
- Database and record keeping activities including contacts and photos.

Experience:

College Degree - Preferred

Experience in marketing and event management: 2 years (Preferred) (Internships may apply)

Microsoft Office Suite: 2 years (Preferred)

GSuite: 2 years (Preferred)

Graphic Design: 2 years (Preferred)

Strong written and oral communication skills.

Knowledge of best office practices, procedures, and use of general office equipment.

To apply:

Please submit a resume, cover letter, and three references by emailing to

reception@wearelocalworks.org by Monday, August 22nd. Position will remain open until filled, and applications and interviews will occur on a rolling basis.

Benefits:

- Health insurance – Company pays 50% of monthly premium. To be reviewed on an annual basis.
- Dental insurance – Company pays 50% of monthly premium. To be reviewed on an annual basis.
- Retirement plan – Company matches 2% of employee salary. Employee is vested after two years of employment.
- Paid Vacation Time – Company provides four weeks of vacation time to be used within the calendar year. Use of vacation time must be approved by supervisor and Executive Director. This time is not paid out upon separation of employment.
- Paid Sick Leave - Localworks adheres to the Colorado State Healthy Families and Workplaces Act and offers the following sick leave benefit: Employees start employment with 20 hours of sick leave and will accrue 3 hours of paid sick leave for every 40 hours worked, up to a total of 240 hours.
- 10 Paid Holidays – New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, and Christmas

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required, but do not encompass all potential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Localworks employs, promotes and contracts without regards to race, gender, color, national origin, ethnicity, disability, veteran status, sexual orientation, age, sex, religion, or genetic information. Localworks is an EO/AA Employer/M/F/Protected Vet/Disabled & an equal provider of services.

Job Type:

Full-time position which requires occasional evening and weekend work related to community and business program delivery. This position is eligible for a hybrid work schedule. Bonus structure available.

Salary: \$40,000

Work Schedule:

Typically, Monday through Friday between the hours of 8:30 – 4:30pm

Some evenings and weekends, with compensatory time off for these events and programs

Company's website: www.wearelocalworks.org