



Marketing Coordinator

Remote, Part-time, Contract-to-hire

You're invited to join a rapidly growing and high-impact nonprofit, Energize Colorado. We're supporting small businesses through COVID-19 and after by advancing resiliency and equity in Colorado's small businesses ecosystem. By joining our team as a Marketing Coordinator, you'll help us develop communications channels directly with local businesses and partners across the state - delivering high-impact programming and resources directly with business owners that need it most. Additionally, you'll provide direct support to our volunteer working teams in executing on content creation and distribution.

Responsibilities & Tasks:

- Social media management: content creation, distribution, digital ads
- Email & direct marketing
- Graphic design basics (Canva, Sketch, Illustrator)
- Fluent English writing and speaking skills
- Strong interpersonal and communication skills (we work for and with volunteers)
- Passion for support local business owners across Colorado

Qualities we hope you have:

- Spanish-translating skills
- WordPress /CMS (content management systems)
- Deep understanding of Colorado nonprofit and government environment
- Project Management/Volunteer Management Experience

Expected salary range: \$2500-3500 per month, based on experience relevant to job duties

Benefits: fully remote, flexible hours

If you are interested in joining our team, please email your resume to info@energizecolorado.com.

We look forward to hearing from you!