

# COLORADO SUCCEEDS

Communications Fellow

Denver, Colorado

April 2024

## About Colorado Succeeds

Colorado Succeeds is a nonpartisan network of business leaders representing companies of different sizes, sectors, and locations from across Colorado who have come together to ensure that all Colorado students are educated to their greatest potential and all Colorado businesses have the homegrown talent they need to thrive.

Colorado Succeeds believes education systems should respond to the diverse needs of learners as well as the dynamic skills changes occurring in the world around us. By focusing on outcomes and not inputs, we can equip all learners with the skills they will need to solve problems that have yet to be identified. Colorado Succeeds' members are business and community leaders who have united to change outcomes for kids, support in bringing more relevance to schools, and shape the future of Colorado's workforce.

***Vision:*** *All of Colorado's children are educated to their greatest potential, and all of Colorado's businesses have the talented and innovative homegrown workforce they need to thrive.*

***Mission:*** *To apply our business expertise, influence, and capital to improve Colorado's schools.*

***Equity Rationale:*** *Colorado Succeeds is committed to Justice, Equity, Diversity, and Inclusion as a core motivator, strategy, and value. Through policies and programs that center students and families facing systemic inequities, Colorado Succeeds works to remove barriers to accessing opportunities and resources they need to reach their greatest potential. We are committed to engaging the perspectives of diverse communities to learn, understand, and form the basis of our future actions and ensuring education stakeholders are at the table, co-creating, supporting, and leading efforts that are best for students and families. Colorado Succeeds strives for continuous improvement in advancing equitable policy, centering equity in decision-making and strategy development, and clearly defining and demonstrating progress toward equity outcomes.*

## Opportunity

This position offers the successful candidate an opportunity to develop and implement a variety of communications and content strategies to increase visibility for Colorado Succeeds and enhance the awareness and understanding of our vision. The communications fellow will report to the director of communications, and their work will be critical in helping build and execute Colorado Succeeds' communication strategy.

## Roles & Responsibilities

- Support content planning, creation, management, and execution across a variety of channels, including:
  - Social Media:
    - Assist in the planning and creation of our organization's content calendar, brainstorming, creating, and executing in partnership with teams across the organization

- Leverage our social media accounts to build and engage with partners
  - Website:
    - Support the management of Colorado Succeeds' WordPress website, newly designed and launched in 2023
    - Regularly create content for our resource center and assist in other writing and content development as needed
  - Email Marketing:
    - Support the drafting and design of Colorado Succeeds' email communications through MailChimp
    - Assist with other event invitations or email communications as needed
- Support Colorado Succeeds' work to collect and tell stories, write content, and share information and news across all platforms
- Track relevant KPIs related to organizational goals and priorities and identify opportunities to improve performance to meet or exceed such goals
- Assist in the project and account management of communications needs across all workstreams of the organization

### Required Qualifications

- At least one (1) year of work experience, preferably in communications roles at education, government, or business organizations
- Commitment to and passion for Colorado Succeeds' mission and goals for improving the public education system
- Exceptional written and verbal communication skills, with a laser focus on details and the ability to tailor communications to diverse audiences, including business leaders, policymakers, and education stakeholders
- Familiarity with a variety of digital tools, such as WordPress, social media platforms, and email marketing
- Diplomatic team player with demonstrated experience navigating complex political or advocacy issues, building relationships, and working collaboratively with a broad range of stakeholders
- Excellent organizational, interpersonal, and time management skills
- Enjoy working hard and looking for challenges; able to act and react as necessary, even when limited information is available; The ability to critically assess challenges and identify effective solutions
- Self-starter who stays well informed on issues/trends in education

### Compensation

This is a 10-20 hour per week position, offering a monthly stipend in the range of \$1,500 - \$3,000, commensurate with experience. Colorado Succeeds is a hybrid work environment. The schedule for this role is flexible, though some virtual and in-person meetings will be required. Parking at our downtown office will be reimbursed monthly with receipts, up to \$10/day, once per week (\$40/month).

### To Apply

Please send a resume and cover letter to [info@coloradosucceeds.org](mailto:info@coloradosucceeds.org) and indicate the position title, Communications Fellow, in the email's subject line.

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*Colorado Succeeds is an equal opportunity employer, and in all its governance, operations, and services, strictly prohibits discrimination on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, gender identity and/or expression, or any other legally protected classes and characteristics. Colorado Succeeds commits to the principles of equal opportunity and places the utmost value on diversity.*