**Communications Coordinator Job Description**

The Colorado Watershed Assembly seeks a creative, detail-oriented, and strategic problem-solver to help execute and support the organization’s communications and marketing needs. This is a part-time, hourly position. Qualified applicants must have strong graphic design and writing skills and should be able to manage multiple projects and work well both independently and in a collaborative team environment. Working knowledge of the following software and applications is desired: Adobe Products (including InDesign, Photoshop, Illustrator, and Acrobat), Canva, Microsoft Office (including Word & PowerPoint), Social Media (including Facebook, Instagram & LinkedIn), Squarespace, Google Drive / G-Suite products. In addition, the ideal candidate would be inspired by art, recreation, and Colorado water.

**Position Purpose / Summary**

The Communications Coordinator will build skills working in a community-focused organization by compiling our Inflow newsletter, creating and managing our social media presence, Ne and assisting with event planning and management.

**Essential Duties and Responsibilities**

* Provide both design and writing assistance for the Inflow newsletter and event branding.
  + Direct oversight of Social Media Interns
* Create and curate content for social media platforms such as Facebook, Instagram and LinkedIn.
* Assist in the creation and scheduling of special events and donor email marketing.
* Provide design assistance for presentations, workshops, field trips and conferences.
* Assist in event coordination and marketing.
* Assist in media and press relations and in social media strategy and implementation.
* Use social media analytics tools to track and analyze engagement, reach, and other metrics to inform future content and strategy.
* Assist in the development and implementation of the organization’s overall strategic communications and marketing plan with a particular focus on event planning and public outreach.
* Research industry trends.
* Assist in influencer outreach.
* Engage with followers, monitor and respond to comments, messages, and mentions on social media platforms to engage with followers and build relationships.

**Other Details**

**Status:** Part Time Hourly, Entry-level position up to 20 hours per week.  
**Rate:** Negotiable based on experience  
**Benefits:** N/A  
**Reports to:** Senior Program Manager  
**Location:** Virtual work environment (remote with bi-monthly in-person meetings)

To apply, send a resume, cover letter, and 2-3 portfolio examples of work highlighting design and writing skills before May 8 to [info@coloradowater.org.](mailto:info@coloradowater.org.) No phone calls, please.