



The Women's Foundation of Colorado

Women Thriving. Colorado Rising.™

Job Description: Northern Colorado Coordinator

About The Women's Foundation of Colorado

The Women's Foundation of Colorado (WFCO) is a unique statewide community foundation dedicated to creating more pathways to prosperity for Colorado women and their families through the power of community, philanthropy, and impact. Since 1987, we have catalyzed community to invest in more than 30 research reports to identify the systemic barrier that keep women from earning a livable wage, helped pass more than 50 pieces of legislation that have advanced economic opportunities, and funded more than \$18 million in grants to nonprofits that work with women and families in communities across the state.

Position Overview

The Northern Colorado Coordinator recruits and engages volunteers in WFCO opportunities in their region and in Denver; provides regional volunteer committees with logistical and organizing support; participates in local advocacy efforts and serves as a WFCO community liaison. Ideally based in Ft. Collins, the position requires frequent travel in the region, including some evenings and weekends. The position is remote, part time, and reports to the statewide engagement manager, who is based in Denver.

Primary Responsibilities

- Foster relationships with volunteers to encourage individuals and organizations to commit their time, talent, and resources to help advance the WFCO mission
- Support regional committees in scheduling, outreach, planning, execution, and follow-up for community educational events, advocacy, and prospective donor cultivation, in alignment with statewide engagement framework, budget and overall WFCO calendar
- Elevate WFCO's presence in the Northern region of Colorado by building a calendar of community events and ensuring representation at each event
- Other related duties, as assigned

Key Competencies and Qualifications

- Commitment to the WFCO vision, mission, and values
- Demonstrated experience and commitment to inclusiveness and working with people of diverse races, ages, gender, abilities, identities, experiences, and economic backgrounds in group and one-on-one settings
- Excellent communication, volunteer management, and organizational skills
- Technological skills, including proficiency in Microsoft Office, GoogleDocs and Forms, and webinar/videoconferencing tools
- Valid driver's license and access to reliable transportation for regional and Denver travel

Catalyzing community to advance and accelerate economic opportunities for Colorado women and their families.



Preferred Qualifications

- Familiarity with the Northern region of Colorado and organizations related to women and families
- Community organizing experience
- Public speaking experience
- Event coordinator experience
- Volunteer management experience
- Spanish fluency (written and spoken)

Physical Working Conditions & Effort Required

- Work is performed remotely and travel throughout Northern Colorado is required
- The person in this position is frequently responsible for setting up for events and meetings, which will require moving equipment, furniture, and supplies weighing up to 50 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

Pay

This is a part time position that will pay \$15 an hour for an average of 15-20 per week, with the possibility of some weeks with more or fewer hours. This position is non-exempt position and is not benefit eligible.

To Apply

Interested candidates should forward the following to jobs@wfco.org with the subject line “Northern Colorado Coordinator”. Preference will be given to applications received by September 4, 2019.

- PDF of cover letter
- PDF of resume
- Contact information and relationship for at least one professional reference

It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applications, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state, or local law. WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.