



Together Colorado
Start Date: Summer / Fall 2023
Position: Digital Organizer
Full-time hourly, Non-exempt

Together Colorado is a non-partisan, multi-racial, multi-faith community organization. We work to place human dignity at the center of public life through community organizing.

Together Colorado has a strong learning culture, including weekly supervision, coaching opportunities, and national trainings. We place a high priority on personal learning, relationship building, and creating an anti-racist, multi-racial, multi-faith, and multilingual organization.

We actively work to cultivate a culture of inclusion and belonging for all employees. We believe that our differences enable us to be a better team – one that solves problems more creatively, makes better decisions, and achieves greater impacts.

The Digital Organizer will help implement Together Colorado's digital strategy and work to grow the organization's online profile in a way that advances the organization's goals and reflects its values. The Digital Organizer reports to the Digital and Communications Manager. This is a full time, non-exempt, hourly position with frequent night meetings, some weekend work, and some travel. We currently operate on a hybrid schedule with some mandatory in-person activities in the Denver metro area. Entry-level applicants are encouraged to apply.

Is this opportunity right for you? Responsibilities include:

- Implement online communications to promote Together Colorado's work in a timely manner (*i.e.* e-blasts, online petition building, event sign-ups, social media channels, narrative work) with support from the Digital and Communications Manager
- Work closely with Together Colorado's organizing team and proactively ensure powerful messaging for organizing campaigns
- Manage and execute Together Colorado's email campaigns and social media strategy on multiple platforms to build our digital presence and engage our base of supporters with support from the Digital and Communications Manager
- Coordinate online fundraising plan and activities
- Design graphics and videos for social channels
- Video and photograph events and public actions
- Oversee the production of Together Colorado's publications, including reports, media releases, and other program-related communications

- Manage and update Together Colorado website on an ongoing basis (*i.e.* actions, news, operations, and campaigns)
- Provide ongoing training in digital communications and media for Together Colorado member organizations, staff, faith leaders, and spokespeople
- Maintain and act as an administrator for our digital suite including EveryAction, VAN, Mobilize, Canva, and other tools
- Manage the organization's general email inbox

We're looking for people who:

- Are disciplined and have the ability to work effectively in a highly unstructured environment
- Have strong writing and editing skills with the ability to provide clear feedback and quickly write accurate, concise, and effective copy for a variety of audiences
- Possess some experience with graphic design using Adobe Creative Suite or Canva
- Are familiar with Google Office Suite
- Are capable of compiling data and information into concise reports
- Have excellent organizational skills, are self-motivated, and drive projects to completion
- Desire to learn and are open to challenge
- Are able to work some evenings and weekend hours
- Value diversity, equity and inclusion and are excited to be part of a team that is continually working to practice inclusion and challenge systemic racism. Read our antiracism statement [here](#).

"Bonus" Qualifications Include:

- Proficient in database management
- Familiar with website management
- Familiar with digital media and online organizing, including social media engagement and analytics
- Spanish language fluency
- Use of a car during working hours
- Associates or Bachelor's Degree or equivalent life experience

Together Colorado will provide substantial on-the-job training. Candidates who are willing to learn but may not yet have all of these qualifications are highly encouraged to apply.

Compensation: \$47,000 - 52,000 per year or \$22.60 - 25.00 per hour

We provide a generous compensation package that includes 3 weeks paid vacation, paid holidays, and a paid week off at the of December. We provide paid sick and family leave, sabbaticals, health care (fully paid individual health care coverage and 80% of family members), 401K, a cell phone, and a computer.

Application Deadline: Open until filled. We will begin interviews in September.

Applications: Submit resume and cover letter to info@togetherco.org

In your cover letter, please answer the following questions:

1. What experience do you have in digital organizing and how does your experience apply to advance Together Colorado's mission?
2. Describe your experience in racial, economic, and social justice work.

Together Colorado is an equal opportunity employer