



COLORADO

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📍 3705 Martin Luther King Blvd
Denver, CO 80205

Reach Out and Read Colorado Project Coordinator

Part-Time (20 hours/week, flexible schedule); In-person at our Denver Office

reachoutandreadco.org

Reach Out and Read Colorado (RORCO) is a twenty-five year old nonprofit organization dedicated to giving young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. By taking advantage of the existing infrastructure and relationships between healthcare providers, their young patients and the children's parents, RORCO is taking steps so that, ultimately, all children in Colorado will grow up with books and a love of reading.

POSITION SUMMARY:

The Reach Out and Read Colorado Project Coordinator is a key member of the team and is responsible for supporting a variety of projects and deliverables for the Development, Marketing and Program teams. This position is designed to provide an amazing opportunity for a nonprofit "generalist" to build and refine the skills that will help them build a successful career path. The successful candidate will support donor stewardship, our volunteer and gently used book programs, the input, collection and analysis of fidelity and other programmatic metrics, and will help implement marketing strategies and tactics that raise awareness for our brand.

The right candidate will be curious about high-quality, cross-collaborative teamwork in an agile nonprofit environment. He/she/they will bring solid research, strategy, and writing skills to the position, and will have the opportunity to hone those skills working with members of multiple teams. The right candidate will be able to capture our personality and tell stories of our impact and produce compelling content for parents, providers and supporters.

This is a unique opportunity to learn with and from a seasoned team and to contribute to the growth of an expanding nonprofit. This role provides the opportunity to showcase creativity, build experience, try new things and help share our mission among a variety of stakeholders.

Days will be varied and fast-paced, but work hours can be scheduled flexibly. You will be assigned projects or tasks by each department, in support of organization-wide initiatives.

WHO YOU ARE:

A digital-savvy dynamo with a passion for fundraising, writing, storytelling, data, and of course, reading! You are independent, flexible and enjoy juggling multiple projects and priorities and do your best work as part of a team. You love research and can demonstrate a high level of attention to detail. You meet deadlines reliably and share your thoughts and ideas willingly.

KEY RESPONSIBILITIES:

- Compile, analyze, report on program fidelity metrics
- Data entry in donor database
- Generate and analyze reports from donor database in support of fundraising projects
- Support Gently Used Books program and our in-office volunteer program
- Support event-planning needs for fundraising events as requested (virtual and live)
- Support social media content implementation and management
- Assist with content creation; Create written (original and curated) content to use in our channels for our stakeholders (providers, parents, donors)
- Administrative tasks as needed

SKILLS AND EXPERIENCE:

- Bachelor's Degree or equivalent experience
- Excellent written and oral communications skills
- Ability to juggle projects and priorities, both independently and as part of a team
- Ability to be efficient while maintaining strong attention to detail and accuracy
- Demonstrated success working independently
- Strong knowledge of social media and best practices – active on multiple platforms with personal or brand accounts
- Proficient in MS Office Suite (specifically Excel and Word), Google Suite and social media platforms
- Proficient in data management: recording, filtering, analyzing and reporting
- Possession of a valid driver's license and the ability to drive a car safely and responsibly
There may be occasional requirements in this role to run errands relating to a fundraising event or provide transportation for office-related tasks.
- Spanish fluency a strong plus

WHAT WE OFFER:

- The opportunity to work with a great team for a good cause
- A highly collaborative work environment
- The opportunity to gain valuable, relevant experience
- \$20-\$22/hour permanent position, in-person with flexible hours
- Generous PTO, cell phone stipend, mileage reimbursement, simple IRA with up to 3% match

TO APPLY:

Interested candidates should send a resume and cover letter to jobs@reachoutandreadco.org. No applications will be considered without both requirements fully met. Applications will be considered as they are received, and the position will close when filled.

Reach Out and Read Colorado is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor. Reach Out and Read Colorado provides reasonable accommodations to applicants with disabilities.