



## Position Announcement: Communications Associate

### Organization Overview:

The Alliance Center envisions a sustainable and equitable future in which all communities thrive, democracy is strong, the economy works for everyone and the planet is healthy. To realize this vision The Alliance Center demonstrates sustainability in action and mobilizes change agents to accelerate solutions. Visit [www.thealliancecenter.org](http://www.thealliancecenter.org) to learn more.

The Alliance Center addresses the climate crisis by leveraging three unique, powerful and intersecting assets to drive change:

- Our high-performance building and collaborative working and event space
- Our extensive cross-sector network
- Our focus on scalable solutions at the intersection of climate change with democracy, business and the built environment

### Overview of the Position:

The Communications Associate works within our communications team helping post to and create content for our different channels including social media, website, newsletters and more. The Communications Associate will provide a mixture of programmatic, communications, event and administrative support. Main tasks include social media management, email creation, web support, research and outreach.

### Responsibilities:

#### Social Media:

- Assist with social media engagement by managing various channels including Twitter, LinkedIn, Instagram and Facebook. Creating content, posting to social channels and growing audience is a major component of this position.
- Monitor social media analytics on a weekly basis (e.g. page views, followers).

#### Marketing/Advertising

- Compile and send our monthly e-newsletters as well as standalone emails to promote events, assist with fundraising and share stories.
- Support communications and outreach efforts including email communications, social media, blog posts, website updates and other external communications.
- Assist with creating and designing images and graphics to use across media outlets.

#### Analytics and General Support

- Research sustainability-related sites and organizations for potential partners, inspirational sustainability-related stories and other relevant communications and marketing information.
- Increase SEO efforts through research and data analysis.

- Perform various administrative duties, such as data entry and note taking.

**Minimum Qualifications:**

- Excellent written and verbal communication skills
- Knowledge of Facebook, Twitter, Instagram and LinkedIn
- Ability to prioritize assigned work and complete it in a timely manner
- Flexibility within deadline driven due dates
- Interest in sustainability concepts and social impact
- Open minded and optimistic team player, willing to take initiative and eager to learn
- Strong organizational skills
- Ability to handle multiple tasks with excellent follow-through
- Detail-oriented in regards to writing and proofing and data collection and analytics
- Interest in diversity, equity, equality and inclusion especially in the sustainability and environmental fields
- A knowledge of Adobe Creative Cloud and WordPress is preferred

**Reports to Whom:** Manager of Marketing and Communications

**Classification, Compensation, Schedule & Benefits:**

This is a 30-hour per week position with an hourly pay of \$18-20. The Communications Associate will receive a [RTD EcoPass](#) for transportation purposes once they are available again.

Schedule and Work Environment:

- The Alliance Center offers a flexible work schedule that can fit the applicant's needs.
- Some evenings and weekends may be required to fulfill the duties of this position.
- As the majority of The Alliance Center team is still working from home, this position can start remotely. This will adjust over time as the City and County of Denver's restrictions lift and recommendations change.

**How to Apply:**

Please email: [employment@thealliancecenter.org](mailto:employment@thealliancecenter.org) with your cover letter and resume and include Communications Associate in the subject line of the email. Applications will be reviewed and interviews will take place on a rolling basis until April 16, 2021. No phone calls, please.

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*The Alliance Center is committed to building an organization that celebrates diversity and embodies inclusivity. We encourage and desire applicants from all backgrounds, ethnicities and walks of life to join our team and help grow a more inclusive sustainability movement that truly serves all people.*

*The Alliance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics.*