

Restore the Balance – Communications Coordinator

An important part of the Restore the Balance mission is to communicate effectively with our members, other organizations, and the public at large. In order to optimize our efforts, the Board is creating a part-time contractor position as a Communications Coordinator, and we are looking for individuals who might be qualified and interested in the role.

Although the hours are somewhat limited, this is a mission-critical assignment that will significantly impact the success of RTB.

Opportunity: The Communications Coordinator will coordinate the website and social media content development, bulk emails, and public relations initiatives to ensure that there is consistent messaging across all channels. Duties include creating promotional announcements for upcoming events, selecting and managing photos and videos for our online presence, issuing press releases, and writing fundraising letters. You will work with our other technology support volunteers to create content using various digital tools, including WIX for our website and Mail Chimp for our email campaigns. The Coordinator will work independently and report to the Board of Directors, with an estimated time requirement is 3-5 hours per week.

The Coordinator should have strong written communications skills, familiarity with digital content development, and one or more years of marketing communications or related experience. We are also looking for someone who is committed to our mission of improving political civility and reducing political extremism.

This is an exciting opportunity for someone who wants to help RTB grow and have an impact on the political climate in Colorado. If you or someone you know is interested and qualified, please respond by sending a message

to restorethebalance@outlook.com. Any information you may have about your background, experience and interests would be appreciated, including your LinkedIn profile, Facebook page, or resume.

Feel free to forward this email along to other people who you consider may be a good fit. We sincerely thank you for your support for Restore the Balance.

Regards,

RTB Board of Directors