



1044 West Drake Road, Suite 202
Fort Collins, CO 80526



970.776.VETS (8387)



HealingWarriorsProgram.org



Job Title

Outreach and Marketing Coordinator

Department Development

Starting Salary
\$21.64 / hour

Location
Fort Collins HQ clinic

Job Summary

A Community Outreach and Marketing Coordinator, is responsible for connecting an organization with the surrounding community, managing social media channels and conveying a consistent, Healing Warriors Program mission-aligned message. Duties include brainstorming and driving potential partnerships or methods for engagement with the local community, maintaining a calendar for outreach events and working closely with community partners to plan and execute outreach events. The Community Outreach and Marketing Coordinator is responsible for the Healing Warriors Program quarterly newsletter.

General Accountabilities

- Performs community outreach on behalf of Healing Warriors Program.
- Works with Development Manager to strategize and spread awareness about HWP programs and care.
- Develops and grows relationships with community partners, business leaders and the veteran community
- Attends local meetings and events as a representative of HWP.
- Works with the Program Director and Development manager to oversee creation of collateral and marketing materials.
- Works within established budget.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: Bachelor's degree or equivalent work experience.
- Experience: 3 years of related experience; or equivalent combination of education and experience
- Highly organized, energetic self-starter requiring minimal daily supervision
- Versed in military etiquette and respect.
- Capable of handling interfaces with staff and clients in a professional manner
- Skilled in systems thinking
- Conflict resolution and negotiation skills

Skills

- Communication skills: Both verbal and in writing to inform and persuade donors, the media and people in the community of the organization's purpose.
- Project management skills: It is essential for an Outreach Coordinator to have skills in time management, managing project timelines and deliverables, scheduling other people and coordinating locations for events as well as vendors for events.
- Administrative skills: Office skills are essential for an Outreach Coordinator because there are many issues and paperwork in coordinating events, budgets and people.
- Ability to multitask with several project details at once. This ability is critical because events, people and members of the media need to be contacted and managed for effective publicity for the organization.

Contact HR@HealingWarriorsProgram.org for more information and to submit resume.