



7935 East Prentice Avenue, Suite 450
Greenwood Village, Colorado 80111
303.894.7951 coloradohumanities.org
Shingles@coloradohumanities.org

October 20, 2021

Conversations Coordinator Position Announcement

The Colorado **Humanities Conversations Coordinator** is a full-time position (40 hours per week). The Coordinator plans and executes all stages of the Latinx Heritage Live, Change in Rural Colorado, Changing the Legacy of Race & Ethnicity, Talking About Dying and other conversation-based programs.

The Coordinator facilitates (often volunteer) advisory groups to co-design plans, cultivates partnerships, contributes to outreach strategies to engage participants, produces and implements program plans, designs and gathers reporting to evaluate programs, either live or online.

Work will be done under the supervision of the Colorado Humanities Director of Programs & Center for the Book and in consultation with other individuals as designated.

The Conversations Coordinator will:

1. Coordinate planning and execution of Latinx Heritage Live, Change in Rural Colorado, Changing the Legacy of Race & Ethnicity, Talking About Dying and other conversation-based programs
2. Work with board, volunteer, partner, and community advisory groups to create plans, determine subtopics, presenters, and schedules
3. Collaborate with technical producers, administrative, development, and other staff
4. Collaborate with leadership and other staff on evaluation strategies and instruments
5. Support fundraising and reporting by development staff
6. Collaborate with marketing staff, including preparation of print materials, website updating, newsletters, social media posts, and coordination of media efforts with partners, advisors, board, and staff
7. Perform other duties as assigned.

Successful candidates have demonstrated interest in promoting civil discourse and program development and event production experience. They are very organized, clear communicators with spreadsheet, word processing, social media, WordPress, Zoom, and marketing skills. Interested candidates should submit a letter of interest, resume, and example of an event or program they produced to shingles@coloradohumanities.org.

Salary range: \$44,000-48,000. Health insurance, paid holidays, vacation and sick time.

Colorado Humanities is an equal opportunity employer and complies with all federal and Colorado laws regarding non-discrimination.

No calls please. Applications accepted until November 15, 2021.