



3805 Marshall Street, Suite 100
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www.thefamilytree.org

Job Posting

Marketing Coordinator

Organization Overview

The mission of Family Tree is to partner with all people to prevent and overcome the interconnected issues of child abuse, domestic violence and homelessness to promote safety, healing and stability across generations.

As a long standing non-profit human services agency, we are committed to empowering change and transforming the lives of vulnerable populations in our community. We aim to recruit and retain high-quality and diverse team members who share in our commitment and vision to empower people and transform our community through innovative and integrated services. We are also committed to investing in our team i.e., strive to pay a fair wages, offer competitive benefits, provide generous sick and vacation time, offer staff development along with believing each employee's unique qualities and experiences are the core of the organization.

Family Tree strives to value and uplift diverse and marginalized voices, to recognize and address the ways in which oppression impacts the communities with which we work, and to promote inclusion and equity.

Job Summary and Responsibilities

This position prepares and executes all internal and external communications for Family Tree. Plans fundraising events.

Example Activities

- Develop and execute on communication plans to advance Family Tree's strategic initiatives.
- Develop and maintain positive relationships with media contacts to execute on Family Tree's Media Strategy.
- Actively update and curate content for Family Tree's website, social media, newsletter, and fundraising campaigns in coordination with the Chief Development Officer.
- Plan and coordinate events including the annual fundraiser, Celebration of Achievement.
- Develop and design all Family Tree marketing materials using Adobe Creative Suite
- Design Family Tree's Annual Report.
- Support all fundraising activities including the design and execution of appeals and campaigns.
- Provide general marketing support as requested by Family Tree programs and ensure excellent customer service to internal stakeholders.
- Conduct regular and ongoing evaluation of marketing and communication efforts and make recommendations for growth and change.
- Prepare and implement advertising campaigns.
- Serve on the Family Tree Communications Council.
- Represent Family Tree in the community as appropriate and support all other community representation and presentation

Required Skills

- Passion for Family Tree's mission.
- Ability to think critically.
- Excellent writing, editing, proof-reading and graphic design skills.
- Must be proficient in Microsoft Office, Microsoft 365 products including SharePoint, and have strong computer skills including desktop publishing (Adobe Creative Suite, Photoshop, and InDesign).
- General understanding of website platforms and design, ability to work in Drupal or experience with WordPress.
- Strong team player
- Detail oriented

EMPOWERING CHANGE. TRANSFORMING LIVES.

- Strong project management skills.
- Flexible to work independently as well as able to work collaboratively with other team members.

Preferred Education and Experience

Bachelor's degree or professional experience equivalent preferred. Degrees or equivalent professional experience in communications, visual communication, digital design, advertising, marketing, or related field preferred.

Job Details

Location: 3805 Marshall Street, Wheat Ridge 80033

Program: Gifts and Community Support

Full/Part time Status: Full-time, 40 hours per week.

Hourly Pay Rate: \$23.05/hour-\$27.68/hour

The base salary range represents the low and high end of Family Tree's hiring range for this position. Actual salaries will vary depending on factors including but not limited to range of experience, years of experience. The range listed is just one component of Family Tree's total compensation package for employees.

Benefits: Medical, dental, vision, supplemental insurance, retirement plan and retirement plan match, employer paid long-term disability, EAP, wellness program, paid sick and vacation time

Travel Requirements: Minimal travel around the Denver Metro area to attend off-site meetings.

Schedule: Monday-Friday, flexible schedule

Working Conditions: This position offers 1-2 remote days per week with the remainder in-office. However, up to the first 6 months this position may require extra in-office days.

Equal Opportunities and Accommodations

Family Tree is committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Family Tree is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Human Resources at 303-403.5884, or by email at dberridge@thefamilytree.org

Fair Chance Hiring

We value diverse experiences, including those who have had prior contact with the criminal legal system. We are committed to providing individuals with criminal records a fair chance at employment.

For more information about Family Tree and other open positions please go to www.thefamilytree.org/careers.

To apply for this position or other positions please send your resume to hrjobs@thefamilytree.org

