

Special Projects Coordinator

Colorado Coalition Against Domestic Violence

Colorado Coalition Against Domestic Violence (CCADV) is a statewide, non-profit, membership organization working to end domestic violence.

Job Description

Reports to: Assistant Director

Position Description:

CCADV seeks a flexible, professional and highly motivated individual to coordinate a variety of projects in our Denver office.

Projects include but are not limited to managing logistics of in-person and web-based trainings for CCADV members across the state; coordinating logistics and content of CCADV's new website; helping to formulate and implement CCADV's communication plan; and analysis and recommendations on utilization of new media opportunities.

Qualifications:

The successful candidate will be able to demonstrate:

- exemplary writing skills, including grammar, punctuation, and usage;
- ability to plan and coordinate projects, organize and prioritize work;
- excellent computer skills including experience with website maintenance and content;
- experience in meeting planning;
- ability to take initiative appropriately;
- commitment to the mission of the organization;
- bachelor's degree or equivalent relevant experience.

This is a full-time, benefitted position including employer-paid health and dental insurance, a generous time off policy, and employer-paid covered parking.

Interested parties should send a cover letter, resume, and brief writing sample by March 15, 2010 to:

Nancy Olson, Assistant Director
CCADV
1120 Lincoln Street, Suite 900
Denver, CO 80203
nolson@ccadv.org