Elevation Community Land Trust ("ECLT") is a growing statewide non-profit with a mission of providing permanently affordable homeownership opportunities to low and moderate income families across Colorado. Just over a year into our operations, we are seeking an additional team member to manage office operations and communications, focusing on streamlining office management, and leading expanded brand awareness through marketing, partner relations and community outreach. This position has great potential for upward mobility and growth with our operations and/or stewardship departments, within a fun and energetic team that will value your contributions.

**PRIMARY DUTIES and RESPONSIBILITIES**

The Operations & Communications Coordinator will be expected to work collaboratively across multiple departments and simultaneously be self-directed to help achieve ECLT’s organizational goals. The position requires flexibility to perform a wide range of duties including, but not limited to:

**OPERATIONS**

- Oversee general office operations, to include maintaining office supply and kitchen inventory, and act as primary contact to property management, IT, vendors, business systems consultants and partner organizations.
- Support leadership staff with scheduling, developing presentations and/or marketing collateral and special projects.
- Assist in planning ECLT events, on and off-site which may include scheduling and event planning for ECLT homebuyer orientations, board meetings, community education meetings, etc.
- Learn and manage organizational software systems that support ECLT operations, including Homekeeper (a SalesForce platform), Microsoft 365 Suite, Citrix ShareFile (cloud-based secure filing system) and a project management software. This position will be responsible for working with specialized trainers and/or helping to train staff on various software platforms.
- Manage organizational systems compliance including maintenance of hard copy and electronic files in accordance with organizational policies and funder requirements.

**COMMUNICATIONS**

- Produce creative content to support ECLT’s brand awareness, social media strategy and community outreach – including social media posts, flyers, newsletters, program overviews, announcements, news releases, and other relevant material.
- Create and design property marketing materials to support sales of ECLT’s homeownership portfolio including property one-pagers and flyers.
- Manage and maintain ECLT’s website; work directly with web consultant to ensure overall appearance, security measures, and content stays up to date.
- Establish and maintain both new and existing media relationships with local, regional, and national publications.
- Manage outside communications and compliance with non-profit partners and funders. These activities may include working to identify and obtain grants to support ECLT’s mission, ensuring compliance with funders for required reports, overseeing compliance for project-specific and operational funding and tracking and recording all grant activity.
QUALIFICATIONS

Education
• Bachelor’s degree in business, marketing, or other related degree

Experience
• Must have at least 3 years of experience in marketing, public relations, or communications management
• Must have at least 3 years of experience in operations, such as office or facilities management, executive support, or related

Knowledge, skills, and abilities
• Exceptional interpersonal, verbal and written communication skills; prospect research and editorial efficiency; ability to synthesize information and compose clear and effective prose
• Intermediate skills with Microsoft Office (Office 365 Suite: Outlook, Word, Excel, Powerpoint, OneDrive) and Adobe Creative Cloud (Photoshop, InDesign, and Illustrator)
• Knowledge of WordPress or similar template-based website platform
• Strong organizational, problem-solving, and analytical skills; able to multi-task and manage priorities
• High attention to detail
• Versatility, flexibility, and a willingness to work within constantly changing priorities
• A commitment to maintain strict confidentiality

Requirements
• Must pass a satisfactory background check
• Must be reliable, punctual, and demonstrate a good work ethic
• Must be able to remain in a stationary position for the majority of scheduled work hours

Compensation
• Salary range is $42,000-$49,000 and is commensurate with depth of experience and overall qualifications
• Benefits include health, dental, and vision insurance, 401(k) after six months, paid life insurance, AD&D, short- and long-term disability, and paid time off

Equal Opportunity Employer:

It is the policy of Elevation Community Land Trust to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.