



## of Metro Denver

**Job Title:** Communications Specialist

**Department:** Communications / Development

**Reports To:** VP of Development

**Location:** Girls Inc. Of Metro Denver

**Status:** Full-Time

**Salary:** \$26-\$27 an hour

## Position Overview

At Girls Inc. of Metro Denver (GIMD), we believe the Girls Inc. Experience™ equips girls to navigate gender, social, and economic barriers and grow into healthy, educated, and self-sufficient adults who advocate for themselves and others.

The Communications Specialist is an entry-level role responsible for supporting the organization's communications and storytelling efforts. This position helps ensure consistent messaging across platforms and assists in sharing program impact with families, donors, partners, and the broader community.

The Communications Specialist will work closely with program and development teams to create content that highlights the organization's work, promotes programs and events, and strengthens community engagement.

This role is ideal for an early-career professional who is passionate about mission-driven work and interested in building experience in nonprofit communications, storytelling, and brand management.

## Key Responsibilities

### Content Creation

- Draft content for newsletters, email campaigns, social media, and website updates
- Help tell stories that highlight program impact and participant experiences
- Assist with writing emails, event promotions, and announcements
- Support development of basic marketing and program materials



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### **Social Media and Digital Communications**

- Manage day-to-day social media posting and scheduling
- Monitor engagement and respond to comments or messages as appropriate
- Keep up with current social trends and track engagement

### **Program Communications**

- Work with program staff to collect photos, stories, and updates from programs
- Support communication with families and community partners when needed
- Ensure program communications align with organizational messaging and branding

### **Events and Campaign Support**

- Assist with communications for fundraising events and campaigns
- Support event promotions, invitations, and post-event communications
- Help gather content for donor reports and impact storytelling

### **Admin Support**

- Ensure materials follow brand guidelines and maintain consistent messaging
- Assist in maintaining the organization's photo and content library
- Support updates to communication templates and materials
- Support development team for third party fundraisers and tablings

### **Qualifications**

- Bachelor's degree in Communications, Marketing, Journalism, Public Relations, or a related field (or equivalent experience)
- Strong writing and editing skills
- Strong organizational skills and attention to detail
- Comfort using social media platforms professionally
- Ability to manage multiple projects and deadlines
- Interest in nonprofit or mission-driven work



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## **Preferred Skills**

- Familiarity with tools such as Canva, Salesforce, Constant Contact, or similar email platforms
- Basic knowledge of website content management systems
- Experience with photography, video, or graphic design is a plus
- Comfort with going to events and sharing the mission of Girls Inc. Of Metro Denver

## **What Success Looks Like**

Success in this role includes:

- Consistent and engaging content across communication channels
- Strong collaboration with program teams to highlight program impact
- Timely and well-organized communications supporting programs and events
- Growth in audience engagement and visibility of the organization's work

## **Benefits**

- 100% employer-paid health insurance with dental/vision plans and medical savings account options
- 403(b) retirement plan with 3% employer match
- Generous paid vacation, sick leave, and holiday program
- National Girls Inc. network access and peer learning
- Eligible for additional perks (e.g., wellness programs, staff appreciation activities)

## **How to apply**

Submit your application [here](#) and send a resume to [humanresources@gidenver.org](mailto:humanresources@gidenver.org). Both must be complete for consideration.