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Manitou Springs, CO 80829
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Job Description and Announcement

TITLE: Program Specialist- Colorado

OVERVIEW:

This is a part-time, professional programming position with the small national not-for-profit organization *Jana's Campaign, Inc.* The Program Specialist will serve under the direction of the *Jana's Campaign* Executive Director and in support of its mission to reduce gender and relationship violence.

DUTIES AND RESPONSIBILITIES:

- Event management
 - a. Market upcoming events
 - i. Build relationships with universities, businesses, and other key stakeholders
 - ii. Assist Executive Director with Google AdWords, social media, and other virtual platforms
 - iii. Assist Executive Director with outreach to local and regional press
 - b. Manage registrations
 - i. Utilize Event Espresso to handle registrations and payments
 - ii. Use PayPal in coordination with Event Espresso
 - c. Manage event logistics
 - i. Play a key role planning and executing conferences and other special projects
- Educational Programs
 - a. Assist efforts to expand and implement teen dating violence program
 - b. Represent Jana's Campaign at various public speaking functions
 - c. Seek to further expand and market community education efforts
- Program Development
 - a. Strengthen existing partnerships and develop new programs at the campus level across the region
 - b. Assist in the research, development and implementation of new educational programming
 - c. Provide strategic input on the development of public policy advocacy efforts
 - d. Play a lead role in efforts to engage men and boys
 - e. Work to expand the geographic programming base, particularly to eastern Kansas, Missouri, Colorado, Nebraska and Oklahoma
 - f. Ongoing support in the national expansion of organization
- Public relations
 - a. Responsibility for creation of quarterly Campaign newsletter
 - i. Utilize MailChimp
 - b. Partner with contracted staff to keep website up-to-date
 - i. Ability to learn basics of WordPress web platform
 - c. Collaborate with area print shops to handle printings and mailings
 - d. Generally promote efforts to prevent gender and relationship violence in all programming areas
 - e. Develop press releases and other major publications (e.g. Annual Report)

- f. Promote Jana's Campaign for potential speaking engagements
 - g. Cultivate relationships with existing and new donors
- Grant management
 - a. Collaborate with the Executive Director in selecting and applying for grant funding, at the corporate, public, and other levels of partnership
 - b. Partner with Office Manager to ensure grant compliance and tracking
 - c. Foster an ongoing positive relationship with grantors
 - d. Compile data for grant reporting purposes
 - e. Ongoing grant research
- Volunteer management
 - a. Expand existing volunteer database
 - b. Utilize volunteer database actively and regularly
 - c. Provide oversight of interns and fellows in coordination with Executive Director
- Staff and Board Support
 - a. Partner with Office Manager when in need of assistance with data collection and retrieval, general financial matters, and other administrative tasks
 - b. Support Executive Director in areas of programming, fundraising, and organizational development beyond those directly assigned when needed
 - c. Develop materials for board review or for board meetings
 - d. Work with the Board of Directors on specific projects when necessary
 - e. Serve on board committees when necessary
- Administrative Duties
 - a. Create and/or keep office stocked relevant supplies such as stationary, envelopes, flyer, postcards, business cards and other materials
 - b. Assist in general office organization, filing and upkeep
...and any other administrative duties necessary

EXPECTED QUALIFICATIONS:

- Bachelor's degree
- Coursework and professional development that supports this position preferred
- Preferred two years or more experience in developing and delivering programming to diverse audiences
- Passion for equality and justice
- Preferred knowledge of issues of gender and relationship violence
- Preferred experience in providing direct in-person education on matters of social significance
- Ability to communicate effectively, in writing and orally with staff, volunteers, partners, donors, and the general public
- Ability to successfully balance multiple projects during the same time period
- Exhibit effective organizational skills (including extreme attention to details and precision of work)
- Exceptional self-motivation and ability to work with minimum supervision
- Experience as an independent problem solver while at the same time contributing as a team player
- Ability to utilize electronic communication and computer applications (PC environment)
- Flexibility and welcomeness to position growth

LOCATION:

This position will be located in Jana's Campaign's Colorado office in Colorado Springs (Old Colorado City neighborhood.) Programming Specialist is expected to work primarily on-site.

APPLICATION DATE:

Screening of applications will begin immediately, and continue until the position is filled. The successful applicant will be expected to begin in March 2016, or as soon thereafter as possible.

APPLICATION PROCEDURE:

The following application materials should be emailed to kparker@janascampaign.org or mailed to Kelley Parker, Executive Director, *Jana's Campaign*, P.O. Box 1053, Manitou Springs, CO 80829. Receipt of your application will be confirmed by email. Please submit the following:

- Cover letter stating that you are applying for the Programming Specialist position with *Jana's Campaign*. The letter should include your experiences as it relates to the responsibilities and qualifications listed in this job announcement.
- Resume which includes education background, professional and work experience and all other qualifications that relate to this position.
- Provide at least three up-to-date references who can support and verify your experiences, qualifications and accomplishments.

To check the status of your application materials or if you have additional questions about this position, please email Kelley Parker, Executive Director at kparker@janascampaign.org. For more information about *Jana's Campaign*, see our website at www.janascampaign.org.

EQUAL EMPLOYEMENT OPPORTUNITY:

Jana's Campaign is an Affirmative Action/Equal Employment Opportunity employer committed to non-discrimination on the basis of race, sex, national origin, disability, religion, age, gender identity, sexual orientation, and any other category protected by law.