



## Colorado Civic Engagement Roundtable—Program Manager

<b>Title:</b>	Program Manager
<b>Location:</b>	Denver, Colorado, with some travel
<b>Reports:</b>	Executive Director
<b>Hiring Timeframe:</b>	February 2019 and remains open until filled
<b>Compensation:</b>	Salary range \$48,000 to \$55,000 based on experience, plus a competitive benefits package

### Job Summary:

Colorado Civic Engagement Roundtable (CCER) seeks a talented program manager with a successful record of convening, leading, facilitating and managing coalitions, and conducting community engagement to serve as Program Manager. They will recruit, convene and manage Network Partners, and allies to develop coordinated civic engagement plans. CCER seeks a full time, non-exempt qualified candidate with community engagement, outreach, facilitation, knowledge of working with data, and interpersonal relationship skills. The ideal candidate thrives in a supportive work environment and works well within a team-based culture.

### About Colorado Civic Engagement Roundtable

Our mission is to foster the development of a more equitable, just and inclusive state where all Coloradans can participate in and have a voice in democracy and policy decisions that affect them. We envision a Colorado where all eligible voters successfully cast a ballot in every Election; where people from all walks of life can have their voices heard in policy matters; and where every person, regardless of race, gender, geography, age, sexual orientation, ability or income, influences the decisions that shape and guide our state.

At the Colorado Civic Engagement Roundtable, we believe that ...

- A vibrant and thriving democracy requires the participation of all its residents
- To correct the imbalance of history, underrepresented communities must be actively involved in civic engagement efforts
- We strive to live our commitment to a just and equitable world, by...
  - Embracing equity and inclusion internally and within all of our programs and network
  - Having an innovative culture that is adaptable and nimble in order to maximize impact
  - Working together in order to achieve greater scale and success
  - Leveraging and distributing resources for greatest efficiency
  - Integration of data and metrics into programs with the goal of measuring outcome and not just outputs

### Job Responsibilities:

The Program Manager, reports to the Executive Director and is responsible for the following:

- Manage organizational programs including, but not limited to, nonpartisan voter engagement education and mobilization, partner engagement, and special projects
- Develop, maintain, and manage relationships with Network Partners, allies, and other stakeholders.
- Develop curriculums, coordinate, and conduct educational opportunities for Network Partners

- Conduct community engagement, outreach, and education
- Help to manage monthly Network Partner meetings
- Volunteer coordination
- Facilitate successful execution of collaborative programs with support from the Data & Targeting Manager and Deputy Director
- Project management
- Other duties as assigned

**Essential Qualifications:**

Personal attributes and professional qualifications:

- A commitment to an equity-based and inclusive work culture
- Ability to work with a small team of passionate and dedicated individuals
- Aptitude for being self-directed to manage multiple projects concurrently and prioritize tasks work effectively
- Understanding of people centered power and the ability to work with diverse populations
- Demonstrated ability to work independently, take the initiative to meet goals and deadlines. Also, be accountable to and be part of a team working toward common goals
- Knowledge of and experience with community organizing, and volunteer coordination
- Understanding of evidence-based program and the connection to data
- Strong project management and/or campaign work
- Experience building and maintaining relationships, managing group dynamics, including; problem solving, consensus building, and conflict resolution
- Facilitation skills
- Competence communicating nonpartisan civic engagement best practices to potential partners, allies, and other stakeholders
- Vision and energy that is both inspirational and collaborative
- Strong written, oral, and spoken communication skills
- Impeccable integrity, adaptability, and humility
- A thoughtful, organized approach to decision-making and attention to details

**Preferred:**

- Campaign field experience
- Knowledge of the Colorado election system and landscape
- Experience creating curriculum and conducting trainings
- Experience using Voter Access Network
- Spanish speaker + \$1,500 annually
- Bachelor's degree with 3-5 years' experience or 5-8 year's experience in a similar field

**How to Apply:**

- Send a cover letter and resume in PDF format to [jobs@coroundtable.org](mailto:jobs@coroundtable.org). Applications will be held confidentially. Applications will be reviewed on a rolling basis until the position is filled.
- *The Colorado Civic Engagement Roundtable is an equal opportunity employer and we welcome applications from all, and strongly encourage women, people of color, people of all abilities, immigrants, refugees and members of the LGBTQIA community to apply.*
- To learn more about CCER <http://coloradocivicengagementroundtable.org/>