Job Title: Project Specialist
Reports To: Director of Business Operations and Strategic Initiatives Manager
FLSA Status: Exempt
Benefits Eligible: Yes
Location: Denver, Colorado (Currently Remote/In Office Hybrid)
Position: Full Time
Salary: $50,000 plus a comprehensive benefit package including: health, dental, and vision insurance, life insurance, short- and long-term disability, 401K match, flexible spending accounts

Summary: Nourish Colorado is looking for a highly organized Project Specialist to join our team. The Project Specialist will be responsible for organizational and special project management, development and partnership support, communications support, event and meeting coordination, office and operations coordination including IT support and vendor management. This is an exciting opportunity for a project specialist professional to both use and develop a wide range of skills while advancing our commitment to ensuring all Coloradans can access healthy food supplied through a sustainable food system. The position offers an exciting opportunity in an organization committed to systemically changing the food system to ensure equitable distribution of nutritious food to all Coloradans.

Project Management
- Assist Strategic Initiatives manager with developing a project management or grant management system.
- Manage organizational and special projects, including tracking and reporting.
- Assist staff as needed with project management and other tracking systems.

Office and Operations Coordination
- Technology and Business Systems: assess existing systems, propose, and implement new systems, including purchasing, staff training, and technical support
- Administer Microsoft365 system/licensing and assist staff as needed with system use.
- Manage, track and serve as primary contact with external IT vendor to resolve technology issues and maintain functionality of office equipment and software systems.
- Maintain and organize Nourish databases and lists.
- Support the hiring process by placing job postings and scheduling interviews; assist with new employee onboarding.
- Manage Nourish main phone line and contact email inbox;
- Purchase supplies as needed for the office, events, and promotional items
- Provide logistical, technical, and notetaking support for events, webinars, symposia, and other convenings
- Assist with coordination of Board and staff meetings as needed; take minutes at Board meetings
- Other duties/responsibilities as assigned.

Development and Partnership Support
- Research and analyze potential donor sectors and organizations
- Support the Strategic Initiatives Manager with coordination of targeted donor campaigns (Colorado Gives Day)
- Provide logistics support and manage donor cultivation, follow-up, and tracking
- Organization event planning and management including event contractor and vendor management
Communications Support

- Work with Strategic Initiatives Manager on distribution of organizational communications – organizational newsletter and social media - using content provided by staff.
- Website management and maintenance; provide technical assistance to staff so they can update as needed
- Manage and update Flickr photo library
- Manage and update YouTube channel with organization videos
- Manage any contract communications vendors in conjunction with program staff

Qualifications Needed:

- Minimum of two years of related work experience
- Office Management experience required
- Sensitivity and experience working with diverse populations, cultures, and socioeconomic backgrounds
- Strong attention to detail and organizational skills; ability to multi-task and prioritize work efficiently
- Excellent communication and interpersonal skills; proactive problem-solving ability.
- Strong technology skills (webinars, online survey and scheduling tools, data entry, etc.) and advanced skills with Microsoft Office (Excel, Outlook, Power Point); familiarity with database tools
- Basic financial skills
- Understanding of and commitment to advancing equitable and nourishing food systems in Colorado
- Strong commitment to our organizational values (see below) and particularly to our work to ensure that our decisions, actions, and allocations contribute to an equitable, multicultural, and multiracial society with distributed and shared power.
- Bi-lingual English/Spanish is a plus

About Nourish Colorado

Through advocacy for strong policies, implementation of statewide initiatives, and partnerships with communities, state, and national organizations, Nourish Colorado works to ensure all Coloradans have equitable and abundant access to nutritious foods from a resilient food system. Our core values are:

1. Access to nourishing food is a basic human right.
2. A person’s ability to feed themselves and their households all the nourishing food they want should **not** be determined by economic conditions, race or ethnicity, or where they live.
3. Food systems must be transformed to work best for those who have been and are intentionally marginalized in order to create lasting and sustainable change for all.

Please read more about these values and our organizational commitments here: https://nourishcolorado.org/about/

Nourish Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We promote a culture of inclusiveness, respect, communication and understanding. Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

Please submit your resume/CV and a cover letter describing your interest in this position to Wendy Peters Moschetti at wendy@nourishcolorado.org by December 31st 2021 or until filled