



Hispanic Affairs Project

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Date: June 3, 2024

Job Title: Communications and Operations Manager

Location: Montrose, Colorado

Reports to: Executive Director

Classification: Full-time, Exempt Position

Organizational Background: The Hispanic Affairs Project (HAP) is not just any nonprofit. It's a platform for passionate individuals who want to make a real difference in their community. Our mission is to promote the integration of immigrants in Western Colorado communities through leadership development, advocacy, and providing essential services. Our vision is for Western Colorado communities to be places where cultural diversity is celebrated and immigrants actively contribute to change for a more just and equitable society. HAP's work focuses on three areas:

1. **Raising awareness through outreach and education** that informs the community about resources, relevant issues, and policies impacting immigrants.
2. **Advocating for equitable change** by providing opportunities for leadership development, bridge-building, and addressing community issues.
3. **Assistance**, including immigration legal services, accessing the state driver's license program, and providing guidance to navigate U.S. systems to connect individuals and families with the resources they need.

Position Description: The Communications and Operations Manager (COM) will be pivotal in ensuring organizational effectiveness by supporting efficient internal operations and strategic communications. The COM will work to enhance the organization's communications strategy and expand internal and external communications to reach diverse audiences more effectively. The COM will also work closely with management staff to strengthen internal processes, administration, facility management, and program logistics.

Job Responsibilities:

Communications

- Support the development of an integrated communications plan that strengthens existing communications and incorporates new tactics and tools.
- Oversee the CRM database, including managing constituent data and strengthening CRM infrastructure.
- Create and expand online communications in English and Spanish.

- Develop marketing materials (brochures, flyers, social media, etc.) that effectively advertise the organization.
- Research and integrate new platforms, including AI technology, into communications strategies and internal operations.
- Ensure regular website updates using WordPress.

Operations

- Assist with administrative tasks, including but not limited to processing financial and expense reports, timesheets, and invoices.
- Oversee facility operations, including developing internal building policies, such as room rental agreements and office management, scheduling meeting space, and communicating with office tenants.
- Coordinate contractors, vendors, and associated contracts to help ensure efficient organizational and building operations and maintenance.
- Assist with implementing the annual end-of-year fundraising campaign to ensure the organization's financial sustainability.
- Arrange logistical support for program activities including, but not limited to, set-up, clean-up, technology, arranging for food and refreshments, childcare, etc., as needed.

Qualifications:

- Shares HAP's commitment to advancing justice, equity, and inclusion.
- 2-5 years of working experience in communications or internal operations in nonprofit organizations or equivalent experience.
- At least a two-year degree in communications, public relations, or marketing is preferred.
- Excellent written and verbal communication skills and the ability to synthesize information to present in various formats for diverse audiences. *Proficiency in written and spoken English and Spanish is also highly desired.*
- Ability to function under pressure, meet tight deadlines, and handle multiple tasks.
- Strong attention to detail and proven project management skills.
- Demonstrated ability to work well with people from diverse backgrounds.
- Willingness to learn new skills, troubleshoot, and problem-solve.
- Proficiency in Microsoft Office Suite (PowerPoint, Excel, and Word), Google Workspace, social media platforms, MailChimp, and WordPress.
- Candidates must be willing to work varied hours and occasional weekends. *We understand the importance of work-life balance and are committed to providing a supportive work environment that respects and accommodates the personal needs of our employees, including those with families.* A personal vehicle and cellular phone are required.

We understand that only some candidates will have all the qualifications listed. However, we are thrilled at the prospect of investing in the right person who is self-motivated and eager to learn new skills, offering a unique opportunity for significant personal and professional growth.

Compensation and Benefits: This full-time (40 hrs/wk) position offers medical, dental, and vision benefits, a cellphone stipend, a 403(b) retirement plan, paid holidays, sick leave, and personal leave. The salary range is \$47,000- \$50,000, depending on experience.

To Apply: Send your letter of interest, resume, and three references in Word or PDF to info@hapgj.org with "HAP Communications and Operations Manager" in the subject line. *The deadline to apply is June 30, 2024.*

Visit www.hapgj.org to learn more.

HAP is an advocate of affirmative action and welcomes applications from all backgrounds, particularly from people of color: women, LGBTQ+ people, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds. HAP does not discriminate in its employment decisions based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender, gender identity/expression, age, height, weight, disability status, veteran status, military obligations, marital status, policy party affiliation, or on any other basis that would violate any applicable federal law.