



COMMUNICATIONS ASSOCIATE

Job Description

Mental Health Colorado is the state's leading advocate for the prevention and treatment of mental health and substance use disorders. We are a nonprofit, nonpartisan organization and an affiliate of Mental Health America.

We seek a skilled Communications Associate to help us improve public understanding of mental health and substance use disorders and build public support for mental health care. The Communications Associate will work with the Communications Director to place and track stories through traditional and social media; draft press releases and opinion pieces; manage and update the website; publicize events; facilitate effective internal communication; and prepare and disseminate information through collateral material and other means.

QUALIFICATIONS

- Bachelor's degree or higher
- Experience in communications, journalism, or a related field
- Excellent writing, editing, and design skills
- Strong organizational skills and attention to detail
- Familiarity with media relations
- Understanding of social media
- Knowledge of WordPress or other content management systems
- Ability to work with design software: e.g., Tableau, Canva, InDesign
- Creativity and resourcefulness
- A commitment to the cause of mental health

This is a full-time position eligible for benefits. Salary commensurate with experience.

Applicants should email a cover letter, resume, and writing sample by Monday, Jan. 22 to info@mentalhealthcolorado.org; please use the subject line "Communications Associate." Only electronic submissions will be accepted. We regret that we cannot respond to every applicant; only those selected for an interview will be contacted.

Mental Health Colorado is an equal opportunity employer. It is Mental Health Colorado's policy to recruit, hire, and promote persons in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.