This position supports the communication needs of The BOLD Center, the faculty diversity recruiting team, the enrollment and outreach team and community college and partnerships team. The main focus is supporting day-to-day programs and operations of the student-serving BOLD Center. The BOLD Center has one main office in the Engineering Center, a new auxiliary office on east campus in the Aerospace Building and three tutoring locations on central and east campus.

The BOLD Center is a nationally recognized program supporting students who identify as women or as belonging to communities who are underrepresented or marginalized in Engineering and STEM fields. The BOLD Center advocates for holistic student support and provides support through peer mentorship, advising, community events and tutoring for engineering students to help them persist to graduation.

The BOLD Center and Inclusive Community Communications Coordinator will be responsible for being a University of Colorado Boulder, College of Engineering and Applied Science brand ambassador who creates and maintains communications that support the BOLD Center’s mission and vision. This position will report to the BOLD Center Director and will work closely with the college’s communications and marketing team. The BOLD Center is also supported by a student communications and marketing assistant.

The BOLD Center strives to be a safe, welcoming and inclusive community. The Communications Coordinator must demonstrate a dedication to diversity, inclusion and equity and be knowledgeable about or willing to learn how to create inclusive communications.

This is a part-time, temporary position, working 15-20 hours per week. We prefer candidates to have 1-3 years of experience and a bachelor’s degree in communications, marketing, or a related field. Salary will be $15-$20/hour. Start date should be on or around September 30, 2019.

Responsibilities include:

- Lead and oversee communication strategy for the BOLD Center, enrollment and outreach, faculty diversity team and community college and partnerships team.
- Promotes BOLD Center events and activities to BOLD students and prospective BOLD students (enrolled but not active in BOLD)
- Manages external and internal communications and ensures they are brand compliant. This includes the BOLD website and electronic and print signs in and around our physical space.
- Maintains the BOLD web pages on CEAS website
- Supports creation of materials for BOLD events including recruitment and outreach events, current student events, ACTIVE events, and collateral for the Diverse Faculty team
- Manages the BOLD Center social media presence
- Takes high quality photos that improve the storytelling ability of the BOLD Center
- Supports creation of videos
- Oversees the #ILookLikeAnEngineer Campaign
- Create or update collateral for on-campus recruiting events including Engineering Your Future Days, Mocktail, ACTIVE and community college affiliate programs.

To Apply:
Please submit a resume, cover letter and a portfolio of your creative work via a link or attachment to Maria.Kuntz@colorado.edu. Creative work can include graphic design, video samples, social media campaigns, writing samples or other communications and marketing assets that will help us to understand your strengths. Application deadline is 9/18/19, and applications will be reviewed immediately.