



Colorado Chamber of Commerce Communications Director

Major responsibilities for position would include but not be limited to:

- Responsibility for content for such communication channels as *Capitol Report* and social-media (Website, Facebook, Twitter, YouTube, LinkedIn, Instagram).
- Brand integrity across the Chamber's digital and print platforms.
- Collaboration with the Membership Department on marketing strategies and tactics.
- Public relations.
- Reports to the Chamber President.

The person would participate in a top-level management team that also would be involved in implementation of the rebranding strategy, content and messaging, design, positioning, collateral printed materials and video production.

Editorial

- Manages and leads content by coordinating development with peers to ensure appropriate editorial mix.
- Plans and executes editorial calendar.
- Manages the production workflow, quality control and schedule of communication channels to finalize content within deadlines.
- Ensures that communication adheres to Chamber guidelines.
- Writes and edits additional material as needed.
- Works with the Government Relations team on messaging about lobbying activities at the State Capitol, including capturing testimony before legislative committees.

Social Media

- Responsible for overseeing the Chamber's brand through social-media channels.
- Responsible for information gathering and reviewing strategies to identify opportunities to optimize the flow of information through social-media channels.
- Responsible for content oversight, implementation and daily management of the Chamber's online social media initiatives.
- Monitors Internet trends and e-marketing best practices.
- Implements and revises social-media campaigns.



Public Relations

- Responsible for overall Chamber public relations.
- Advises management of public relations' implications of Chamber policies and positions.
- Responsible for preparation of news releases.
- Represents the Chamber in various business, community and civic organizations.

Start Date

January 1, 2019

Benefits

Competitive benefit package that includes health insurance, dental insurance, vision insurance, group life insurance, short-term and long-term disability insurance and 401(k) retirement plan.

Education

Relevant undergraduate degree in communications, marketing, political science, history, business. Master's degree in relevant field will be helpful.

Qualifications

Must have solid experience in communications, including use of social media platforms. Experience working with the legislature and state agencies will be beneficial. Political experience will be a plus.

Skills and Personal Qualities

Demonstrates initiative; possesses personal integrity; dependable; completes tasks on time; possesses practical problem-solving ability; flexible; performs as part of a close-knit team; pays attention to detail; possesses excellent oral and written skills; able to multi-task; able to perform under pressure; maintains discretion in a highly political world; able to effectively represent the Chamber in a multitude of political, business and social settings; and demonstrates commitment to the work of the Chamber.

To Apply

Please send a cover letter briefly stating why you believe you can succeed in this position, along with a resume, to Laura Moss at lmoss@COChamber.com