



COLORADO CHAMBER OF COMMERCE

For business. For Colorado. For tomorrow.

Colorado Chamber of Commerce Employment Opportunity Communications and Advocacy Coordinator

The Colorado Chamber of Commerce seeks a **Communications and Advocacy Coordinator** to assist the organization in digital communications, social media, and government affairs initiatives. This full-time role will report to the head of Communications from June-December and split duties equally between Communications and Governmental Affairs during legislative session months (January to May annually).

Primary Duties and Responsibilities:

- Assist in maintaining the Colorado Chamber's social media presence, including drafting content, post scheduling and management, engaging with Chamber members, and keeping up with trends and best practices.
- Develop content ideas to boost social media presence through digital storytelling, including video creation and editing.
- Assist in the creation of graphics for general marketing and social media, keeping with organizational brand standards.
- Assist in updating Colorado Chamber print and digital reports and promotional materials.
- Write content for the Colorado Chamber's blog, newsletter, and other platforms.
- Build and maintain Colorado Chamber media lists.
- Review social media analytics and make recommendations to guide social media and digital engagement strategies.
- Assist in providing background and policy research and tracking legislation. Issues may include but are not limited to labor, tech, tax, energy and health care.
- Draft policy council recaps during legislative session.
- Attend and record notes at meetings for the SVP of Governmental Affairs, including Chamber policy councils and legislative committee hearings.

- Work collaboratively with other teams and departments to provide communications support, including Membership, Events, and the Chamber Foundation.
- Copyedit and proofread marketing materials from other departments for accuracy, style, messaging, and consistency, while maintaining style guidelines across all media.
- Assist in keeping Chamber-owned websites up to date.
- Assist the Communications Manager in maintaining communications, social media, and editorial content calendars.
- Provide administrative support to both the Communications and Governmental Affairs departments.
- Special projects as assigned.

Qualifications:

- The ideal candidate will have a minimum of 1-2 years of experience working in communications, government affairs, or a closely related field.
- Bachelor's degree in communications, political science, government, public policy, public relations, marketing, business, or related field.
- Enthusiasm for the Colorado Chamber's mission to improve the statewide business climate.
- Excellent writing skills, including the ability to convey compelling messages and simplify complex topics into digestible content.
- Firm grasp of social media platforms and trends, including Facebook, X, LinkedIn, and Instagram.
- Self-driven with the ability to multitask and handle time-sensitive projects and deadlines.
- Strong attention to detail.
- Experience with Canva or other graphic design software is a plus.
- Experience with video editing equipment and software is a plus.
- Familiarity with AP Style is a plus.

Salary Range and Benefits:

This is a full-time position with an annual salary range of \$55,000 to \$65,000 with benefits as follows:

- Medical health insurance; Life insurance; Dental insurance; Vision insurance
- 401(k) Retirement Plan & employer match
- Group Term Life & Accidental Death & Dismemberment Insurance

- Short-term and long-term disability insurance
- Monthly parking or a travel allowance to the Chamber office
- Flexible work environment with the option to work remotely two (2) days per week.
- Paid Time Off:
 - Holidays: 11 days per calendar year
 - Vacation: 10 days accrue per calendar year and increases based on years of service.
 - Sick Leave / Personal Leave / Family and Medical Leave

About the Colorado Chamber: The Colorado Chamber of Commerce is the most diverse statewide business advocacy organization that represents thousands of individual businesses of all sizes and industries. The Chamber's mission is to be a unifying voice for business and champion a healthy economic climate to secure Colorado's future.

Interested candidates should submit their resume to Laura Moss at lmoss@cochamber.com.