

Public Engagement Associate

JOB PURPOSE

The mission of Denver Institute is to prepare people to serve God and others in their daily work so that workplaces and cities are transformed.

The Public Engagement Associate furthers Denver Institute's mission through hospitality and event management. This role makes sure every opportunity we have to prepare people is welcoming, logistically seamless, and executed with excellence. The Public Engagement Associate directly supports multiple team members, allowing the team to provide more public engagement opportunities than we have in the past.

This position reports to the Executive Director of Women, Work, & Calling (ED of WWC) and has no direct reports.

PRIMARY RESPONSIBILITIES

The Public Engagement Associate embodies a spirit of hospitality, an eye for detail, and a commitment to creating exceptional guest experiences at every event we produce. Each year, Denver Institute hosts two large, full-day anchor events: Women, Work, & Calling (fall) and Business for the Common Good (spring). In between these events, we host several gatherings for 10-100 people. The time percentages listed next to each area of responsibility below represent the estimated amount of time spent in that area over the course of a year. In the months leading up to each anchor event, a greater percentage of time will be spent on work pertaining to that event. The Denver Institute podcasts are recorded and produced year-round. That work will remain relatively consistent over the course of a year.

WOMEN, WORK & CALLING ENGAGEMENT

Assist the ED of WWC in creating outstanding Women, Work, & Calling program opportunities through hospitality, detailed administration, and clear communication (40% of time)

- *Women, Work, & Calling Anchor Event*
 - Execute administrative details for the annual WWC event, including but not limited to: registration tracking, speaker care, venue coordination, host site support, and volunteer recruitment/communication
 - Manage day-of event production and overall guest experience
- *Women, Work, & Calling Initiatives*
 - Coordinate meetings and other schedule-related activities for the ED of WWC
 - Execute all technical and operational tasks* associated with quarterly WWC webinars
 - Execute all technical and operational tasks* associated with quarterly Professional Women's Network gatherings

- Execute all technical and operational tasks* associated with WWC ministry leader cohorts
- Manage content publication on the WWC website and social media accounts

VOCATIONAL FORMATION & MISSION ENGAGEMENT

Assist the VP of Formation and CEO in creating outstanding vocational formation and mission program opportunities through hospitality, detailed administration, and clear communication (25% of time)

- *Business for the Common Good*
 - Execute administrative details for the annual Business for the Common Good event, including but not limited to: registration tracking, speaker care, venue coordination, host site support, and volunteer recruitment/communication
 - Manage day-of event production and overall guest experience
- *Other Initiatives*
 - Execute all technical and operational tasks* associated with our catalyze programs (CityLabs, WorkLabs, and Praxis Labs)
 - Support with technical and operational tasks* for other Denver Institute events as needed, including but not limited to: CityGate Gathering and Colorado Conversations

DENVER INSTITUTE PODCASTS

Be the in-house producer of Denver Institute's podcasts (15%)

- Produce the Faith & Work Podcast and support the Teach Us to Pray Podcast
 - Work with podcast hosts to identify topics and guests
 - Schedule guests and communicate professionally with them
 - Record and edit episodes
 - Publish episodes through the website and podcasting services
- Distribute episodes creatively and through multiple media outlets
- Track reach and evaluate impact

COMMUNICATIONS

Assist with event-specific and general communications needs for the organization (20% of time)

- Implement the upload process for event attendee contact information into MailChimp
- Collaborate with marketing and communications team to design and execute pre- and post-event communications to guests
- Support with graphic design, audience management, social media, videography, and photography needs as necessary

*Technical & operational tasks include, but are not limited to, the following:

- Creation of event registration forms
- Calendar/schedule coordination
- Hospitality (venue, food, beverage, decor, furniture)
- Materials management (copies, books, pens, etc.)

- Technology (webinar links, projection set up, slide development, AV)

These statements are intended to describe the general nature and level of work being performed, and are not to be construed as an exhaustive list of duties and requirements. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.

ADDITIONAL EXPECTATIONS

Represent the vision and guiding principles of Denver Institute in all communications, processes, and internal and external meetings, especially with contractors, vendors, and providers.

- Fluidly articulate the vision, mission, strategies, and guiding principles of Denver Institute in all communications (emails, phone calls, newsletters, social media)
- Ability to adopt the voice and tone of Denver Institute when needed in multiple mediums (websites, emails, phone calls)

Participate and add value to staff culture.

- Actively participate in our meeting matrix and staff Rule of Life
 - Commit to the Denver Institute Statement of Faith and Kingdom Living Policy outlined in our [Personnel Policy Manual](#), section I, D and III, A, respectively.
-

KNOWLEDGE, SKILLS, ABILITIES, EDUCATION

Applicants must be authorized to work in the United States.

EDUCATION & EXPERIENCE

- Bachelor's degree in event management or similar field
OR
- At least one year of relevant work experience (this may include, but is not limited to, work in operations, administration, or event planning/production)

KNOWLEDGE & SKILLS

- Proven excellence in written communication through multiple mediums
- Proficiency in the use of: word processing, spreadsheets, project management, Google Drive, Gmail, Slack, ASANA, internet-based research, cloud-based services, mass email and texting software, social media/entertainment-advertising platforms

- Ability to convey a positive professional image and to maintain confidentiality
 - Strong relationship-building skills, including verbal and non-verbal communication skills
-

PERSONAL CHARACTERISTICS & COMPETENCIES

The following is a list of character qualities and work competencies that describe the mindsets, abilities, and approaches to work that are essential to successfully achieving the mission of this job and the organization.

Faith & Mission: Demonstrate a deep commitment to Jesus Christ and the mission of Denver Institute.

Relational: See colleagues and constituents as bearers of the image of God and align actions with that knowledge; establish and maintain positive working relationships internally and externally.

Behave Ethically: Understand ethical behavior and business practices and ensure personal behavior and the behavior of others are consistent with these standards and align with the values of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Make Decisions: Assess situations and make clear decisions which are timely and in the best interests of the organization.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan: Determine strategies within this role to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Get in the Details: Sweat the small stuff, think with the end in mind and work backwards to the first step, and double-check work for excellence.

Be Flexible: Adapt to changes from inside and outside the organization while remaining focused on goals.

ADDITIONAL INFORMATION

WORK ENVIRONMENT

This is a hybrid job and operates both in a professional in-person office environment and virtual spaces. This role routinely uses standard office equipment and requires frequent in-person connections with people.

PHYSICAL DEMANDS

The employee is required to stand, walk, use hands and fingers, and reach with hands and arms. The employee will be required to lift and/or move up to 30 pounds in order to set up for events.

POSITION TYPE/EXPECTED WORK HOURS

This is a full-time exempt position and requires 40 hours per week. Normal working hours are M-F, 8:00am-5:00pm. Some work events happen at night and on weekends. All employees work from the office Tuesday and Thursday. Work hours and location may be temporarily flexible with approval from the ED of WWC.

TRAVEL

This position will include travel to local events as needed and travel to conferences or training that are associated with this position.

BENEFITS

COMPENSATION

- This position is a full-time position with a salary range of \$40,000-\$50,000 based on experience.

FLEXIBILITY

- Hybrid work schedule: in-person on Tuesdays and Thursdays, virtual on Mondays, Wednesdays, and Fridays (adjustments to this schedule may occur based on Denver Institute programming and other needs)
- 15 paid holidays per calendar year (all federal holidays plus New Year's Eve, Good Friday, the day after Thanksgiving, and Christmas Eve)
- 12 days of PTO per year (for 2024, total days of PTO will be prorated based on start date)
- 6 sick days per year (for 2024, total days of sick leave will be prorated based on start date)

BENEFITS PACKAGE

- Health insurance: Denver Institute offers each full-time employee the option of a fully paid individual health insurance premium on our group plan with Kaiser Permanente or a monthly healthcare stipend

- Retirement benefits: Employees are eligible to enroll in IRA contributions through our Fidelity SIMPLE plan on their first day of work. Denver Institute will match dollar-for-dollar for every 1% an employee contributes, up to a 3% maximum contribution from Denver Institute.
- Apple laptop to use for your work

WORK CULTURE

- Professional development allowance and opportunities
- 3 work days per year for silence, solitude, and time with the Lord
- 30 minutes per work day for reading, journaling, etc. with no screens allowed
- 90 minutes of paid time per week for exercise
- Daily time for staff prayer, encouragement, and spiritual health
- A one-month paid sabbatical every five years

TO APPLY

To apply, send a cover letter and resume to jobs@denverinstitute.org.