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## Colorado Center for the Book Program Coordinator Position Announcement

The Colorado Center for the Book (CCfTB) Program Coordinator is a 3/4-time position (30 hours per week). The Coordinator plans and executes all stages of the annual Colorado Book Awards (CBA), the Colorado Center for the Book Speakers Bureau, including the Colorado Poet Laureate, and the Veterans Writing program. He or she serves as the *defacto* Colorado Center for the Book communications officer.

For CBA, he or she facilitates adjudication, cultivates partnerships, plans and executes finalist readings and the award event, including coordinating volunteers. The coordinator supports author appearances through the Colorado Center for the Book Speakers Bureau. The coordinator works with veteran-serving organizations and writing instructors to provide writing workshops live and online.

Work will be done under the supervision of the Colorado Humanities Director of Programs & Center for the Book and in consultation with other individuals as designated.

The Colorado Center for the Book Program Coordinator will:

1. Coordinate planning and execution of the Colorado Book Awards, including outreach for entries, submission process, volunteer identification and coordination, finalist readings, winners announcement event, evaluation and reporting.
2. Develop and coordinate the Colorado Center for the Book Speakers Bureau, including contracting with authors, administering Colorado Poet Laureate and author appearances, outreach, evaluation, and reporting.
3. Coordinate the Veterans Writing workshops, including outreach, evaluation, and reporting.
4. Support CCfTB program fundraising and reporting by development staff
5. Lead on CCfTB program marketing, including preparation of print materials, website updating, newsletters, social media posts, and coordination of media efforts with CBA finalists and winners, volunteers, and partner staff.
6. Perform other duties as assigned.

Successful candidates are very organized, clear communicators with spreadsheet, word processing, social media, WordPress, Zoom, and marketing skills, as well as program development and event production experience. Interested candidates should submit a letter of interest, resume, and example of publicity or marketing efforts of an event or program they produced to Brynda Shingles at [shingles@coloradohumanities.org](mailto:shingles@coloradohumanities.org). No calls please. Applications accepted until September 21, 2020.

Colorado Humanities is an equal opportunity employer and complies with all Federal and Colorado laws regarding non-discrimination.