



## Project Angel Heart seeks a Marketing & Communications Specialist

Every week, nearly 400 volunteers come together to prepare and deliver medically tailored meals to neighbors across Colorado living with severe illness. It's a powerful story of community, compassion, and care—and it's just one part of who we are.

For 35 years, Project Angel Heart has been a trusted, Denver-based nonprofit delivering life-changing meals when people need them most. Today, we're also helping lead the growing *Food is Medicine* movement, advancing nutrition as a critical component of health care, and advocating for systems that ensure all Coloradans have access to nourishing food that supports their health and well-being.

*This is a pivotal time for our organization, and we're looking for a Marketing & Communications Specialist who's excited to help tell this evolving story.*

**Compensation:** Project Angel Heart offers above-market compensation and competitive benefits, including comprehensive health insurance options; long-term disability and life insurance; medical, parental, and family leave benefits; generous paid time off; wellness and meal benefits; employee assistance and perks programs; and matching retirement funds after one year of employment. Starting salary range is \$62,000 to \$70,000/year.

### Position Overview:

The Marketing & Communications Specialist helps tell Project Angel Heart's evolving story through original, compelling content that reflects our leadership in the Food is Medicine movement and our long-standing delivery of medically tailored meals to Coloradans living with severe illness. The role elevates client and volunteer voices, highlights nutrition as health care, and celebrates the partners and supporters who make our work possible.

A core responsibility is developing and executing a data-informed digital and social media strategy aligned with organizational priorities and emerging best practices, deepening engagement with longtime supporters, expanding awareness of our mission and advocacy work, and inspiring new audiences to take action.

### About Project Angel Heart:

Our vision is for all Coloradans living with severe illness to have access to nutritious food that supports their health and well-being. To that end, we compassionately deliver comfort and support through high-quality nutrition services, including medically tailored meals, while also advocating for the principles of Food is Medicine. *This year, we'll prepare and deliver more than 800,000 meals to more than 5,000 people living with cancer, heart failure, kidney disease, HIV/AIDS, and other illnesses.*

**Amount of Time and Status:** Full-time, exempt; 40 hours per week, Monday-Friday, with occasional weekends and evenings required. This opportunity offers some work-from-home flexibility after 90 days.

**Reports to:** Director of Marketing & Communications

### Essential Responsibilities Include:

- Creating original, compelling content and integrated campaigns that advance Project Angel Heart's mission and strategic vision and inspire support. Includes seasonal appeals (print and digital), blog posts, email marketing, and newsletters

- Working with clients, volunteers, and partners to translate their personal stories into inspiring, thoughtful communications
- Using creative and technical skills to design graphics and visual assets for campaigns, webpages, social media, email, etc.
- Developing and executing an active and engaging social media presence that connects with our audiences. Includes taking and editing photos, and creating short-form videos and reels
- Building and sending email campaigns, newsletters, and other digital communications aligned with organizational priorities
- Updating and maintaining agency website by creating and editing pages, posts, images, etc.; applying best practices to optimize visibility, performance, and user experience
- Assisting with development of analytics-based metrics that help refine strategies across channels
- Supporting media relations efforts. Includes writing and editing press/event releases, as well as helping coordinate on-site interviews, photoshoots, etc.
- Working with staff to ensure consistent use of Project Angel Heart's brand voice, visual identity, messaging
- Supporting additional projects and administrative tasks as needed

**Preferred Qualifications:**

- Bachelor's degree in communication, English, marketing, or similar

**Required Qualifications:**

- At least two years of experience in a marketing and communications role (may include media relations, creation/production of collateral materials, website and social media management, marketing/communications strategy)
- Exceptional writing, grammar, and proofreading skills. Knowledge of AP style
- Ability to write persuasively and creatively, tailoring tone and content to audience
- Exceptional attention to detail
- Strong design and creative skills. Ability to create on-brand one-pagers, invitations, event programs, templates, and more using Adobe Photoshop, InDesign, Illustrator, Canva, MailChimp, and Microsoft Office suite
- Experience working with website content management systems, email marketing platforms
- Ability to prioritize a varied workload, working efficiently under reasonable deadlines
- Ability to conceptualize multi-step processes, effectively coordinate with coworkers as necessary, and independently pursue projects to completion
- Ability to self-monitor working pace and rearrange priorities based on deadlines
- Strong work ethic, dependability, and trustworthiness
- Willingness/ability to maintain confidential information and work with diverse populations
- Valid Driver's License and own transportation, with ability to travel within the Front Range for interviews, events

**Working Environment/Physical Activities:**

Physical activities include: sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email; taking photos; and using a fax, printer, and scanning machine. Position will require driving a vehicle, interfacing with the public, and public speaking. Interviews, events, photo shoots, meetings may require standing for long periods of time.

**Application Procedure:**

Please submit resume and cover letter via email only to [jobs@projectangelheart.org](mailto:jobs@projectangelheart.org). No phone calls, please. Project Angel Heart values diversity and inclusivity, and is thus always looking to diversify staff with an eye toward race and ethnicity, sexual orientation, gender, age, etc. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately