



July 2, 2019

Contract/Freelance Marketing & Communications Professional

The Silicon Flatirons Center for Law, Technology, and Entrepreneurship at the University of Colorado Boulder is seeking an experienced marketing and communications professional on a contract/freelance basis. This position will report to the Marketing Director and Acting Managing Director.

You will be responsible for producing and managing top-notch communications across multiple platforms for various audiences.

Expected responsibilities:

- Take complex concepts and verbiage and make it accessible and understandable to a wide and varying audience by tailoring writing appropriately
- Provide project management of professional marketing communications through all stages: strategy, planning, content, editing, production, and distribution
- Write content for the website, newsletters, reports, brochures, flyers, and other print or digital collateral with high regard for clarity, consistency, and accuracy
- Collaborate with team members to devise communications calendar strategy and ensure all communications go out on schedule
- Collaborate with directors, graphic designer, website administrator, events manager, program coordinator and others to ensure all communications are on point, on time, and of superb quality
- Ensure all communications adhere to strict brand and style guidelines
- Coordinate strategic publicity for events
- Develop strategy and write engaging content for social media channels
- Conduct research and fact-checking
- Copyedit and proofread content produced by others

This position requires:

- Excellent written and spoken English skills
- Substantive experience writing and producing content
- Strong copyediting and proofreading skills
- Keen eye for design to effectively work with graphic designer
- Strong attention to detail
- Significant adaptability and an enthusiastic commitment to teamwork

- Aptitude for juggling numerous projects and priorities at once
- Low tolerance for errors and poor quality output
- Proven ability to work both collaboratively and independently, with minimal direction

Preferred:

- Experience in higher education or nonprofit environment
- Broad understanding of technology policy and entrepreneurship concepts
- Hootsuite and social media platforms proficiency

Silicon Flatirons is a fast-paced academic center. This is an hourly, part-time, temporary contract position. Approximately 20-30 hours a week. The position will require working out of the University of Colorado Law School in Boulder at least a portion of the time. There is a great deal of flexibility and opportunity for the right candidate.

About Silicon Flatirons:

Silicon Flatirons is a center for innovation at the University of Colorado Boulder to serve students, entrepreneurs, policymakers, and professionals at the intersection of law, policy, and technology. We create productive collisions and spark tomorrow's thinking with intellectually honest programming and community engagement.

Through papers, conferences, roundtables, and a series of other events, all of which provide valuable opportunities for students, we propel the future of technology policy, drive innovation, and develop professionals ready to lead what's next.

To Apply:

Send an email to SF@colorado.edu with "Marketing Application" in the subject line. Include a statement of interest, resume, three professional references, and two original writing samples. Applications will be accepted until a finalist is identified, but preference will be given to those received by July 8.