



## **Creative Community Conversation on Experiences of Immigration,**

### **A One-Action Project**

## **Communication Coordinator**

**One-Action Overview:** One-Action is about creating a creative community conversation based on learning about our history, talking about present issues, and taking action to create a more inclusive Boulder County. The One-Action project reoccurs every three years. The One-Action project engages broad participation to stimulate cross-sector community conversation. In 2012 over 50 organizations and 18,000 people participated in the One-Action project. In 2012 the main focus of the project was on learning about Chief Niwot, the Sand Creek Massacre (see this 6 minute trailer for more info on One-Action/2012 <https://www.youtube.com/watch?v=o2blbfYIJQ> )

The 2016 One-Action project is focused on a Creative Community Conversation on Experiences of Immigration. We will encourage people across Boulder County to learn about the subject of immigration—past and present issues related to immigration. We are engaging a wide range of arts, cultural and immigrant-related organizations from across the county to participate in this exciting and important effort. As a result of this One-Action project, we envision hundreds of events, conversations, and actions taking place and resulting in Boulder County becoming more welcoming and inclusive.

**Title of Position:** One-Action Communications Coordinator

**Hours Per Week:** Average, 12 hours per week in 2015. Our hope is that this position will continue into 2016 and probably expand.

**Status:** Contract

**Salary:** \$20.00 per hour

**Purpose of Position:** The One-Action Communications Coordinator will write and manage communication for the project including Press Releases, Web materials, social media, and all communications regarding the project. They will collaborate with staff, Steering Committee members, designers and the community to support the broad cross section of arts, cultural, and immigrant related activities developed in 2015 for the 2016 programming year.

**The Communications Coordinator will:**

- Serve as the contact and communications person for the entire project
- Support Steering Committee and the facilitators of the four Community Advisory Committees. Take notes (assist facilitator with translation when necessary) provide updates and monitor Community Advisory Committee list serves.
- Write Press Releases and oversee press communication on the project
- Work with Motus Admin staff to maintain records, database, and list of participants within the projects.
- Write updates on the One-Action project for the Board of Directors and Funders
- Support relationships and connections across a diversity of organizations
- Make sure designers have language they need to develop web and marketing materials

**Working Environment:** This is a contract position. Some of the work can be done from any location. But half the work will take place at collaborative meeting sites in Boulder and Lafayette as well as community meetings in Longmont and Louisville.

**Job Responsibilities:**Community Organizing 15%

- Support the working of the Steering Committee and Community Action Committees.
- Communications point-person for the project

Marketing 55%

- Develop content for web site and marketing materials
- Update social media and online calendars
- Update the One-Action website
- Develop and disseminate email updates
- Create and send out Press Releases

Administration 30%

- Support the work of all One-Action Committees
- Disseminate appropriate material at the One Action meetings.

**Required Qualifications:**

- Strong writing and communication skills in English
- Bilingual in English and Spanish
- Strong organizational skills
- Culturally competent
- Able to manage competing priorities

**Preferred Qualifications:**

- Knowledge and familiarity with Boulder and Boulder County arts, cultural and immigrant related organizations
- Knowledge and familiarity with Boulder and Boulder County businesses, schools, faith based organization and nonprofits
- Ability to remain flexible and nimble as the project grows
- Knowledge and ability to work with designers to marketing plan and branding for One-Action
- Strong writing and communication skills in Spanish

**Motus Theater Values and Working Culture:** This project is currently being held by Motus Theater. It operates in alignment with its mission and vision. We approach our work with a social justice lens and know we will grow and evolve as the organization and the world around us grows and evolves. Motus Theater's mission is to create original theater to facilitate dialogue on critical issues of our time. We aim to use the power of art to build alliances across diverse segments of our community.

**To Learn More about Motus Theater and the One-Action project please visit:**

**Here is a link to the project overview:** <http://www.one-action.org/wp-content/uploads/2015/02/CCCI-Overview-GMM-04-logo-footer.pdf>

3 minute trailer on Rocks Karma Arrows: <https://vimeo.com/88480847>

6 minute trailer on One-Action: <http://www.youtube.com/watch?v=o2blbfYIJQ>

3 excerpts on Do You Know Who I Am? <https://vimeo.com/89208876>

**To Apply:**

Please send the following **by June 8th**:

1. One page cover letter
2. Resume: [oneactionmotus@gmail.com](mailto:oneactionmotus@gmail.com)
3. Name, contact information and relationship of three professional references

Attn: Hiring Manager

E-mail to:

Questions: Call Kirsten Wilson, Motus Theater Artistic Director, at 303-440-3682

Motus Theater is an EOE. Our policy is to provide a fair and equal employment opportunity for all associates and job applicants regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Motus Theater hires and promotes individuals solely on the basis of their qualifications for the job to be filled.