**Outreach and Education Specialist**

**RMEOC Business Conversions to Employee Ownership Program**

The Rocky Mountain Employee Ownership Center (RMEOC), a nonprofit organization based in Denver that works to build a more inclusive economy by advancing employee ownership across Colorado, seeks an Outreach and Education Specialist to provide education to business owners and employees in lower income neighborhoods of Denver about employee ownership and how existing businesses can become employee-owned.

**About RMEOC:**

The Rocky Mountain Employee Ownership Center is a nonprofit organization founded in 2012 with a mission to create a more inclusive economic system by advocating for and creating pathways to employee ownership. We do this by: providing education to business owners, employees, service providers and the general public about the benefits and technical aspects of employee ownership; working with existing businesses to guide them through the process of becoming employee owned; and advocating at the local, state, and national levels for policies that support employee ownership. We are a small but growing organization and seek a collaborative, highly motivated team member who will contribute to the overall growth and building a positive, learning-oriented culture of the organization.

**About the Position:**

We are seeking an energetic, outgoing individual with community outreach experience who will identify opportunities, develop a plan for outreach, and implement workshops and consulting events targeted to existing businesses in priority neighborhoods, including (but not necessarily limited to): Montbello, Globeville, Elyria/Swansea, East Colfax, West Colfax, and Westwood. This is a half-time 20 hr./week position grant-funded for one year; continuation of the position beyond one year will be contingent on renewal of funding. This position will be based out of our Northeast Denver office, but will have the flexibility for remote work and will spend a significant amount of time in the field. The position will report to and receive support from RMEOC’s Executive Director.

**Job Responsibilities:**

* Develop an outreach plan for the target neighborhoods to identify and contact existing businesses that could be good candidates for employee ownership
* Build relationships with business support organizations, business associations, and community organizations within the target neighborhoods to establish partnerships for conducting outreach and providing employee ownership education
* Develop content for workshops about employee ownership (in both English and Spanish preferred)
* Identify neighborhood locations and partner/host organizations for holding workshops and employee ownership consultation sessions in the target neighborhoods
* Develop outreach materials to advertise workshops in the community, and conduct outreach to secure attendance of local business owners and employees
* Handle workshop/consultation event logistics
* Track data on outreach and education events and participate in monthly and quarterly project reporting (both written and in-person) to DEDO staff
* Identify businesses that are interested and ready to receive technical assistance to become employee owned, and provide seamless referral to RMEOC technical assistance staff members

Qualifications:

* Self-starter, able to work independently to effectively develop and implement community-based initiatives
* Minimum 2 years of experience conducting community outreach, education and/or organizing in lower-income communities and communities of color
* Effective communicator, both oral and written, especially with diverse groups and individuals
* Experience developing and delivering community education presentations
* Highly organized, able to track and manage outreach data
* Comfortable with technology, experienced in using Microsoft Office suite
* Knowledge of Denver neighborhoods, prior relationships within the target neighborhoods helpful
* Knowledge of/prior experience with employee ownership helpful but not required – motivation and commitment to learning about employee ownership a must
* Bilingual English/Spanish highly preferred

Compensation: $24,000 .5FTE with paid time off, flexible schedule, no health benefits.

RMEOC is committed to equitable and inclusive employment practices and we seek to staff our organization to reflect the diversity of the communities we serve. Candidates from a diversity of backgrounds and identities are encouraged to apply.

To apply, please send your resume and a cover letter describing why you are interested in the position, your relevant experience, and why you’d be a good fit to: [info@rmeoc.org](mailto:info@rmeoc.org)

Position will remain open until filled though we will begin reviewing resumes as they are received – please apply early for best consideration. Anticipated start date April 2020.