



### **Program Manager**

- Contract Rate: \$1,500 per week
- Estimated 40 hours per week to complete activities
- 12 week initial contract period
- Primary Contact: Executive Director

### **About the Organization**

**The Colorado Access to Justice Commission** (“ATJC” or “Commission”) was established in 2003 with the support of the Colorado Supreme Court, the Colorado Bar Association, and Colorado Legal Services. Its mission is to expand access, quality, and fairness in the justice system for all Coloradans. The ATJC works to expand access to justice by conducting unmet legal needs assessments, overseeing statewide strategic planning, coordinating efforts among the access-to-justice community and non-legal organizations, developing financial resources, and advocating for policy reform.

### **Role Overview**

The Program Manager will work collaboratively with the Executive Director, staff, and stakeholders to successfully facilitate ATJC programs, projects, and initiatives. In addition to administrative responsibilities and logistical oversight, the Program Manager will contribute to project planning, communications, and reporting. Because ATJC is a rapidly growing organization, the Program Manager will spend time building infrastructure through documentation and recordkeeping and bringing a creative approach to program resiliency. An ideal independent contractor will have broad skill sets, be motivated by the satisfaction of task completion, and seek to add value through attention to detail, thoroughness, and process and system creation.

### **Essential Functions**

- Project management, including planning, documentation, and reporting
- Manage workflows and priorities to ensure that time and resources are available to accomplish multiple projects with overlapping timelines
- Communicating with stakeholders via phone, email, social media, desktop publications, and digital platforms
- Administrative support for programs and business functions
- Identify and make the most of opportunities, overcome and learn from setbacks, and succeed in a variety of settings

### **Responsibilities**

#### **Program and Operations Support**

- Program and project management, including establishing plans and timelines, proactively identifying and securing resources, scheduling activities and events, and coordinating stakeholders
- Use project management software and other tools to document plans, objectives, and activities
- Monitor progress and create accurate status reports
- Attend meetings, take minutes, and track action steps
- Planning and scheduling statewide travel for the Executive Director



- Complete business function tasks, including correspondence management, data entry, expense documentation, data entry, and report filing

### **Communications and Marketing**

- Direct outreach to existing and potential stakeholders
- Develop accurate contact networks tagged by program, geography, and relationship type
- Website maintenance and development, including curating links to resources and feedback forms
- Enhance social media strategy, including content creation and audience building
- Serve as editor of the e-newsletter, including content creation, audience building, and calls to action
- Desktop publishing of fact sheets, orientation materials, instructions, and event promo
- Serve as technology point person for virtual meetings and events

### **Required Qualifications**

- Proven experience managing programs or serving as project manager
- Proven experience successfully guiding projects from launch to completion
- Proven experience communicating with stakeholders to achieve shared goals
- Ability to build relationships with a variety of stakeholders with different identities and experiences
- Excellent written communication skills
- Experience using WordPress, Wix, SquareSpace or similar website management platforms
- Experience using Constant Contact, MailChimp, or similar electronic communication platforms
- Proficiency in Google Workplace and Microsoft Office

### **Preferred Qualifications**

- Desktop design experience using Adobe Creative Cloud, InDesign, Canva, or similar graphic design software
- Experience using Asana, Trello, Monday, or similar project management software
- Experience working with members of the legal community

### **Physical Requirements**

- The ability to communicate accurate information and ideas, written and in conversation, so others will understand.
- Occasional attendance at local and regional stakeholder meetings

**This overview is not designed to contain a comprehensive listing of activities. Expectations will be established in the contractor agreement and supplemented via weekly activity planning sessions.**

### **Expression of Interest**

Please send a resume and a letter of interest that details relevant experience to Alyssa Kopf at [alyssa@aplusinsight.com](mailto:alyssa@aplusinsight.com) by January 10, 2025. Please use the subject line “ATJC Contractor - [Your Name].”