



THE KIVA - CENTER -

Job Title:	Community Partnerships and Communications Manager
Employer:	The Kiva Center
Site:	1221 Lefthand Canyon Dr and Remote
Job Status:	Part-time, Exempt
Wage:	\$23-\$28/hour, depending on experience
Benefits:	If combined with another position for full-time, paid sick time, paid holidays, PTO, monthly health stipend, and 403b employer matching
Employee Schedule:	10-20 hrs per week, flexible schedule
How to Apply:	Please email your resume and cover letter with subject headline titled, "Community Partnerships and Communications Manager" with a brief description of why you are interested in this position to info@thekivacenter.com no later than the evening of Sunday, June 29th . Interviews will happen in late June and early July. Questions regarding the position can be directed to Kasey at info@thekivacenter.com .

Kiva Center Mission and History:

[The Kiva Center](#) is a non-profit organization with a mission to build inner-strength and compassion in Colorado's youth through transformational nature-connection experiences. Since founding in August 2014, The Kiva Center has actively worked towards this goal. It began with small neighborhood Summer Camps, which led to local public school enrichment programs, homeschool enrichment and family learning experiences. This work has ignited a passion in our children to preserve and regenerate the natural environment by exploring the outdoors, planting gardens, sharing their stories, connecting with their families, and tapping into the abundance of learning opportunities that nature provides.

Job Description:

The Community Partnerships and Communications Manager role involves supporting the organization's operational efficiency by managing communications, coordinating with volunteers and community partners, and maintaining the organization's website. This is a highly collaborative position that requires the ability to manage shifting priorities and communicate across teams. Working closely with the team, the manager ensures smooth email correspondence, accurate website content, and provides flexible support for various project-related tasks.

Expectations for All Employees and Interns:

Support the Kiva Center mission and exhibit a commitment to:

- Work collaboratively, with integrity and respect for fellow employees, associates, and our communities
- Embrace personal responsibility and accountability for your health and well-being, including, but not limited to physical and mental health.
- Positively represent The Kiva Center and families by being a mature and positive role-model for their

children.

- Engage in a powerful and transformational educational learning experience. We support and emphasize a culture of growth, meaning that everyone is able and open to give and receive constructive feedback.

Job Purpose:

As the Community Partnerships and Communications Manager at The Kiva Center, you play a vital role in supporting the inner workings and outward-facing presence of our organization. This role blends behind-the-scenes coordination with community-building, ensuring our communications, partnerships, and volunteer efforts are responsive, efficient, and aligned with our mission. You'll help keep our programs running smoothly through timely email and website updates, while also building relationships that strengthen Kiva's presence in the community. The ideal candidate is detail-oriented, personable, proactive, and committed to Kiva's vision of nature connection and equity.

Principal Responsibilities:

- Bridge relationships and manage logistics between community partners and volunteers by connecting them with appropriate programs and volunteering opportunities. This may include collaborating with other staff to set up periodic community volunteer days, when appropriate.
- Manage and filter emails sent to the main contact address, ensuring inquiries are addressed or forwarded appropriately.
- Update and maintain website content, ensuring functionality and accuracy.
- Provide flexible administrative support for ongoing projects, including data tracking, scheduling, internal communications, and event logistics.
- Conduct outreach to local organizations to explore potential collaboration opportunities.
- Assist with organizing and promoting public events, including drafting email announcements, updating the website, and coordinating with staff.
- Support the coordination and scheduling of internal administrative staff meetings and volunteer onboarding sessions.
- Help maintain and organize key documentation (e.g., contact lists, sign-in forms, donation records, etc.).
- Maintain ongoing community partnerships through proactive communication

Desired Skills and Qualifications:

- Deep care for nature and people
- Desire to receive feedback and work with it intentionally
- Demonstrated ability to take initiative, solve problems creatively, and contribute ideas that support the broader vision—thriving in environments where self-direction and big-picture thinking are valued
- Excellent organizational skills with the ability to create, maintain, and improve systems that are clear, accessible, and easy for colleagues to use and follow
- Ability to plan far in advance and break a big vision into small steps with strong attention to detail
- Willingness to develop yourself as a leader within the organization
- Ability and desire to facilitate partnerships and develop relationships
- A warm, community-minded attitude with the ability to hold both professionalism and relational care.
- A proactive communicator who asks clarifying questions and stays organized with shifting priorities
- Experience relating to and communicating with diverse audiences
- Comfort with basic design tools (e.g., Canva, Google Slides) to support website design, flyers, graphics,

or social media content

- Familiarity with Wix website editor