



The Outdoor Lab Foundation was founded in 2003 with a mission to inspire community support for, and advocate on behalf of, Jeffco's Outdoor Lab Program. Outdoor Lab engages all Jefferson County sixth-grade students (approximately 5,000 per year) in an immersive, residential, weeklong environmental and civic education experience. In addition, it supports the leadership development of approximately 1,000 high school students and 40 interns per year. Outdoor Lab manages two historic campuses nestled in the Front Range Mountains. Very few programs in the country operate at a scale as large, have such inspirational and emotive campuses, and tie their curriculum back to subjects being taught at home schools. For these reasons, Outdoor Lab is unique.

As a nonprofit committed to the young people growing up in Jeffco, we care deeply about our relationship with the community. The Foundation seeks a temporary Outreach and Communications professional who will support a summer full of outreach events and communications efforts. This position serves as an ambassador for the Foundation, often speaking publicly – delivering the Foundation's vision within the local community and maintaining great external relations. Another vital output of this position's work will be supporting a growing volunteer program to engage and collaborate more with community partners.

Temporary Outreach and Communications Professional Essential Duties:

Community Outreach

- Collaborate and assist in lead up to, and execution of, Foundation fundraising event - After Dark May 2nd.
- Coordinate and participate in outreach events to expand our connections and relevance in Jeffco. 8-9 events planned May-Sept.
- Raise awareness about the Foundation's priorities and confidently communicate the Outdoor Lab youth experience.
- Elevate the Outdoor Lab brand and increase Foundation's profile with the general public at events.
- Recruit volunteers and schedule shifts within Civic Champs (Foundation's volunteer management software)
- Event support includes working outside of standard Foundation business hours and/or weekends.

Volunteer Project Coordination

- Coordinate and participate in volunteer projects on our two mountain campuses – Mt Blue Sky and Windy Peak. Approximately 5-6 projects per site planned May-Sept.

- Promote projects, respond to volunteer inquiries, communicate project logistics to registered volunteers.
- Work within Civic Champs to capture volunteer data and administer projects.
- Secure necessary materials and supplies to successfully execute each project.

Communications

- Develop important marketing and communications materials to celebrate Outdoor Lab and inform public on programs opportunities for involvement.
- Coordinate with staff, stakeholders, and community supporters to create engaging and shareable content for blog, Facebook, Instagram, e-newsletter, and promotional videos.
- Coordinate with Outdoor Lab team to maintain a strategic communications calendar.
- Build and maintain a library of stories, quotes, photos, etc. for various marketing uses: social media posts, newsletters, press releases, video, print materials, etc.
- Collaborate with Jeffco Schools Communications Department as needed to share content and elevate Outdoor Lab's profile in the community.
- Increase subscribers and engagements on our e-communications and social channels.

Requirements:

- Bachelor's degree and 5+ years of experience with nonprofits, marketing, communications, or community outreach.
- Comfort with online graphic design tools such as Canva, Adobe, and Prezi.
- Donor database experience – Bloomerang experience preferred.
- Comfort troubleshooting/editing websites and building e-newsletters.
- Personal and professional values consistent with the Foundation's mission.
- Ability to manage positive relationships with staff, board members, volunteers, business professionals, and individual donors with a friendly, professional demeanor.
- Outstanding interpersonal and written communication skills with ability to write for different audiences and for various purposes.
- Maintains a positive supportive and solutions-oriented demeanor when responding to or serving donors, volunteers, attendees, and stakeholders.
- Ability to inspire passion for our program.
- Strong computer skills - Microsoft Office and Outlook.
- Ability to complete tasks on time with superior attention to detail.
- Valid driver's license, motor vehicle record with no major violations in the past three years, and valid auto insurance.
- Regular driving to mountain campuses is an essential function of this position.
- Reliable vehicle able to transport event related bins, materials, and supplies.
- Ability to lift and transport 40-50 pounds of equipment and materials.

Time Period – April 20, 2026 – August 31, 2026 (approx.)

Status – Temporary Part-time Employee

Compensation - \$30/hr

Commitment – 30 hours per week

Benefits – This temporary part-time position does not include health insurance, paid time off, or retirement benefits.

Office Location – Hybrid (Office location at 581 Conference Place, Golden, CO 80401) regular travel to two mountain campuses (Windy Peak is located at 20973 Wellington Lake Rd, Bailey, CO 80421 and Mount Blue Sky is located at 201 Evans Ranch Rd, Evergreen, CO 80439). Often on site at community events across Denver and Jefferson County.

This is a non-exempt position eligible for overtime pay for all hours worked over 40 in workweek in accordance with Colorado law.

Please send cover letter and resume to Bryan Martin, Executive Director by March 1st, 2026.

Email only bryan.martin@outdoorlabfoundation.org

The Outdoor Lab Foundation will retain all applications in accordance with Colorado recordkeeping requirements. Applicants requiring reasonable accommodations in the application process should contact the Executive Director.

The Outdoor Lab Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, or any other protected characteristic under federal, state, or local law.