



Job Title: Bilingual Program Coordinator

Job Description:

The Vail Valley Charitable Fund was created in 1996 to provide financial assistance to locals who are suffering from a medical crisis or long-term illness. Over the past 28 years, we have raised and distributed \$9.4 million to over 2,100 individuals and families who required much-needed help – and we are grateful to have been there to do so.

The VVCF is pleased to announce that we are looking for a 40-hour/week full-time year-round Bilingual Program Coordinator to join our team! This individual will be dedicated to our mission and vision – as well as fun, hard-working, creative and dedicated to giving back to our community.

Job Responsibilities:

- Oversee special program administrative duties with Direct Aid, Eagle County Smiles, Eagle County Grins, Eagle County Moves and Vail Breast Cancer Group, including billings, marketing, and awareness of offerings.
- Support special event work that includes regular committee meetings, assistance with event sponsorships, adhering to contract requirements, initiating grassroots efforts, assisting with volunteer recruitment, and successful event execution.
- Communicate openly and honestly with our Spanish-speaking applicants to ensure they are heard and understood throughout the application process.
- Create partnerships within our Spanish-speaking community to ensure our program offerings are firmly grasped and discover additional ways in which we can work together to provide assistance to locals in need.
- Support marketing initiatives such as social media, google ads, website, newsletter content development and other mediums as necessary.
- Research new local, regional and national grant opportunities.
- Provide support with donor engagement.

Job Qualifications:

- Fluent in Spanish, and possess excellent written and verbal communication skills (both required). Proficiency in Microsoft Office programs; experience with online mediums, including social media, CRM, and website platforms; background with event planning and execution (all desired).

Pay: \$25/hour. This person will report to the Executive Director, and also work very closely with the Development Manager.

Questions: Contact Brooke Skjonsby, VVCF Executive Director, at brooke@vvcf.org or 970-524-1480.