

Position Summary

Title: Content & Community Support Contractor

Status: part-time contractor, 3-month contract

Compensation: \$20/hr, 20 hours/week

Reports To: Marketing Manager

Work Schedule: Remote, *Monday-Friday*

Contract Overview

The Community Support Contractor role offers an exciting opportunity to support the marketing efforts of a high-impact nonprofit organization focused on inclusive small business education and microfinance work. This contract position will focus on key community and content support tasks, helping to ensure consistent communication with stakeholders and a strong online presence during a leadership transition and new initiative rollouts.

About RMMFI

Rocky Mountain MicroFinance Institute (RMMFI) is a business incubator and financing program focused on reimagining social and economic mobility. RMMFI relentlessly focuses on its North Star - *People are unstoppable forces. Life circumstances are real and sometimes overwhelming, yet they should not determine what we can do in the present or be in the future. We believe everyone should be free to make choices to activate the possible. RMMFI creates the space for communities and people of all backgrounds to realize their unique potential through the power of entrepreneurship.* More information about RMMFI can be found at www.rmmfi.org.

What You'll Do

- Schedule and post consistent, engaging content across social media platforms to maintain visibility and audience interaction.
- Format and publish weekly newsletters, ensuring alignment with RMMFI's branding, messaging, and calls to action.
- Format, schedule, and publish blog posts on WordPress to ensure consistency and accessibility.
- Use existing Canva templates to create visually appealing graphics for social media and email campaigns.
- Manage and maintain a content calendar to ensure all deadlines are met and materials are organized.
- Provide timely updates to the marketing team to align on progress and address any adjustments to priorities.

Who We're Looking For

Our contractors are enthusiastic about our mission and have excellent organizational, communication, and creative skills. We look for individuals who:

- Are aligned with RMMFI's North Star and Guiding Principles.
- Have experience in social media management, email newsletters, and blog formatting.
- Are detail-oriented and capable of managing multiple tasks effectively.
- Enjoy a collaborative and flexible work environment.

How to Apply

Please send a resume and a cover letter explaining what attracts you to RMMFI and why you think you'd be a good fit for this contract position to jobs@rmmfi.org with "Content & Community Support Contractor" as the subject. Applications accepted until position is filled.

