



MINISTRY DESCRIPTION

Title: Innovation Lab Content Coordinator
Department: Innovation Lab
Reports to: Innovation Lab Director

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Innovation Lab Content Coordinator supports the ministry of Convoy of Hope by serving as a brand ambassador, strategic liaison, and connector that specializes in collecting and creating content that can be used in campaigns, for awareness and fundraising events and to expand Convoy's presence in the marketplace and raise revenue streams so that the hungry are fed and the impoverished and suffering are served with dignity. The ideal candidate will also help manage all aspects of the day-to-day operations of the Innovation Lab in Fort Collins, Colorado.

Essential Duties and Responsibilities:

1. Create and collect dynamic content for campaigns, events and friends.
2. Capture in photos, videos and graphics assets that help raise revenue and expand Convoy's presence in the marketplace.
4. Assist in developing innovative social advocacy and fundraising campaigns for partners.
5. Interact with external teams in creating innovative content that serves them and Convoy.
6. Engage with sports teams and businesses by opening new and/or additional channels for them to exercise their corporate social responsibility.
7. Develop creative, excellent and innovative ideas that can engage celebrities and influencers who want to do good in the world.
8. Manage a portfolio of friends who are helping Convoy of Hope.
9. Travel both domestically and internationally, as assigned, to collect content and share the story of Convoy's work in the U.S. and around the world.
10. Provide reporting on trips for friends of Convoy.
11. Help manage the day-to-day operations of the Innovation Lab in Fort Collins, which includes: general administrative duties, booking travel, cleaning and stocking the lab with supplies.
12. Other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required. Bachelor's degree preferred.
2. Experience creating and collecting content for use on a variety of platforms.
3. Highly relatable and extremely comfortable sharing the vision of Convoy of Hope with anyone and in any setting from a boardroom to a locker room.
4. Ability to build a community of influential partners and advocates.
5. Ability to do physical activity required in maintaining the lab.
6. Demonstrated creativity, ability to build relationships, diplomatic, calm under pressure and service-oriented.

7. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
8. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

Supervisory Responsibilities:

No supervisory duties.

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