



STATE OF COLORADO  
invites applications for the position of:  
**Digital Content Assistant**  
This position is open only to Colorado state residents.

**CLASS TITLE:** TEMPORARY AIDE

**LOCATION:** Pueblo, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** El Pueblo History Museum 301 N. Union Avenue,  
Pueblo, Colorado

**SALARY:** \$16.00 Hourly

**OPENING DATE:** 05/04/22

**CLOSING DATE:** 05/18/22 11:59 PM

**JOB TYPE:** Temporary Part Time (9 mos or less)

**DEPARTMENT INFORMATION:**



# History Colorado

**HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.**

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

**DESCRIPTION OF JOB:**

**Desired Schedule:** 20 hours/week, Mon-Fri, with a flexible schedule

**Broad Scope of Position:**

The Digital Communications Assistant will assist the MarComms team with the development and implementation of social media and digital communication strategy for the eight Community Museums of History Colorado.

- Work with Marketing & Communications team to develop and maintain a social media strategy for Facebook, Instagram, and Twitter
- Keep museum social media accounts up to date
- Research potential historical/storytelling posts for social media
- Draft copy and find appropriate and available images to use
- Compose and publish digital event listings for eight museum sites
- Develop, schedule, and publish organic and paid marketing posts on all social media platforms

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:****Minimum Qualifications:**

- Familiarity with or willingness to learn Google Suite
- Familiarity with Facebook, Instagram, and Twitter, especially in a marketing or business capacity
- Professional and collaborative

**The successful candidate will possess:**

- Excellent communication skills, especially with various media, voices, and audiences.
- Strong writing skills, with an ability to write both academically and for general audiences.
- The ability to set goals and manage multiple campaigns independently.
- Up-to-date awareness of changes in social media strategies and technologies.
- Ability to plan ahead, maintain a schedule, and adjust rapidly to evolving situations
- Strong attention to detail

**SUPPLEMENTAL INFORMATION:**

**Effective February 3, 2022, all employees are required to attest to and verify that they are fully vaccinated for COVID-19.**

**If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).**

**A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.**

**ADAAA Accommodations:** Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email [Dany.Mccoy@state.co.us](mailto:Dany.Mccoy@state.co.us).

**HOW TO APPLY:** Online applications will not be accepted. Please follow instructions on the job announcement for submitting an application.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**  
Online is the preferred method of applying for this announcement.

**DEPARTMENT CONTACT INFORMATION:**  
Devin.Flores@state.co.us

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.coloradohistory.org>

Position #GCA\_04014\_5.22  
DIGITAL CONTENT ASSISTANT  
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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### Digital Content Assistant Supplemental Questionnaire

- \* 1. History Colorado staff has been working together in response to the events that happened in 2020 to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues [https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism\\_Grounding\\_Virtues.pdf](https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf) And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

\* Required Question