



EARLY MILESTONES  
COLORADO

## JOB ANNOUNCEMENT

Position Title:	Project Coordinator
Reports To:	Project Director
Hourly Rate:	\$25 - \$28 per hour, based on experience
Position Status:	Part-Time, Non-Exempt
Posting Dates:	Through November 30, 2025

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### About Early Milestones Colorado:

#### **Join Our Team as a Project Coordinator!**

Are you passionate about supporting children and families, particularly in rural communities? Do you thrive in a collaborative, bilingual environment and enjoy making a difference? Early Milestones Colorado is seeking a part-time Project Coordinator to help drive our mission forward.

### About Us

**Early Milestones Colorado (Early Milestones)** is a nonprofit organization dedicated to bringing expertise and innovation to children and families. Our ambitious goal is to make Colorado the best place to be a child. We are a team of motivated self-starters who are dedicated to strengthening families with young children by ensuring state and community investments are effective and families have the resources they need to thrive.

Early Milestones Colorado is an equal opportunity employer. We value diverse perspectives and encourage applications from people of color, LGBTQ+ individuals, veterans, parents, first-generation immigrants and college graduates, and individuals with disabilities. We are committed to an inclusive, barrier-free recruitment process and are happy to accommodate applicants at any stage.

### The Opportunity:

As Project Coordinator, you will play a key role in supporting the Rural Care Network and other initiatives. You'll work closely with the Project Director and team to:

- Coordinate logistics for meetings, webinars, and retreats
- Support meeting facilitation, documentation, and follow-up communications
- Assist with travel arrangements and project timelines
- Help develop presentations, reports, and outreach materials
- Translate materials and support bilingual communication (Spanish/English)
- Contribute to newsletter and website updates, and monitor metrics
- Assist with virtual training and technical support

### **What We're Looking For:**

- High School Diploma required; some college coursework preferred (public health, education, communications, nonprofit management, early education, or related field)
- Spanish fluency required (written and verbal), with experience translating materials and supporting bilingual communications preferred
- Experience supporting projects in nonprofit, academic, or community settings is desirable
- Familiarity with digital communications tools (i.e. MailChimp, Canva), virtual meeting platforms (i.e. Teams, Zoom) preferred
- Strong organizational skills, attention to detail, and ability to work independently with guidance
- Interest in early childhood systems, rural community engagement, or language access work is a plus
- Excellent knowledge of Microsoft Office, including Excel

### **Why Join Us?**

- Part-time flexible hybrid role (up to 20 hours/week) in the Denver metro area
- Collaborative and supportive work environment
- Paid time off (vacation and sick time, FMLI leave) as well as paid holidays
- Employer-matched 401(k) retirement plan
- Opportunities for professional growth and development
- Opportunity to work with and learn from a terrific team
- The chance to make a significant impact on families and children across Colorado

### **Location Requirements:**

Early Milestones is a Denver, Colorado-based organization that leases office space within a coworking facility conveniently located in RiNo. Early Milestones' staff have the option to work at the coworking facility and from home. This position requires some in-person interactions with staff and partners at least monthly. Staff members are provided with appropriate equipment and access to technology to work effectively from home.

### **Ready to make a difference?**

Please send your resume and a cover letter to [recruiting@earlymilestones.org](mailto:recruiting@earlymilestones.org) with "Project Coordinator" in the subject line.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*