Operations & Community Engagement Coordinator

Honor Bell Foundation
Denver Metro Area, CO
Full-Time | $19.29–$21 per hour
Hybrid Schedule

About the Honor Bell Foundation

The Honor Bell Foundation honors veterans at their final services through ceremonial tolling at Fort Logan National Cemetery and Pikes Peak National Cemetery.

Our mission is to create a community of veterans to foster public appreciation of military service and honor their fellow veterans with a proper, final tribute.

As we expand operations across regions, we are seeking a mission-driven U.S. Military Veteran to support ceremony operations and community engagement in the Denver metro area.

This position supports the Executive Director, Director of Bell Operations, and Southern Colorado Lead.

Position Overview

The Operations & Community Engagement Coordinator is a key member of the Honor Bell Foundation's mission operations team. This position supports regional coordination of veteran funeral honors at Fort Logan National Cemetery and community engagement efforts throughout the Denver metropolitan area.

The Coordinator is responsible for facilitating ceremony scheduling, supporting volunteer coordination, expanding community outreach, and strengthening relationships with veteran service organizations, funeral homes, community partners, and sponsors.

This position plays a vital operational and engagement role in ensuring eligible veterans receive ceremonial honors and that families, partners, and volunteers are connected efficiently and professionally.

The Coordinator directly supports the Executive Director, the Director of Bell Operations, and the Pikes Peak Region Southern Colorado Lead.

Due to the mission-centered nature of this role and its direct involvement in veteran funeral honors operations, applicant must be a U.S. Military Veteran. The position

requires the ability to operate the Honor Bell van in support of cemetery services and outreach events.

This is a hybrid role. Administrative tasks may be performed remotely, while ceremonies and outreach events require in-person presence.

Important Requirements (Please Review Before Applying)

• Must be a U.S. Military Veteran
• Must reside in the Denver metro area
• Valid driver's license required
• Must be able to drive the Honor Bell van
• Must be available for occasional evenings, weekends, and holidays
• Must pass a background check

Schedule

Full-time (40 hours per week)

This position offers a flexible schedule. While many responsibilities occur during standard weekday business hours, some evenings, weekends, and holidays are required to support cemetery services and community events. Scheduling is coordinated in advance whenever possible.

Key Responsibilities

Operations Support

• Coordinate scheduling of Honor Bell ceremonies and manage incoming service requests
• Serve as operational backfill at Fort Logan National Cemetery during holidays, scheduled leave, and other absences of the Director of Bell Operations
• Communicate with families, funeral homes, and cemetery personnel to confirm service details
• Coordinate and schedule volunteer Honor Bell Guards
• Support logistics for off-site ceremonies
• Ensure ceremony readiness through equipment checks and supply coordination

Community Engagement & Outreach

• Cultivate relationships with veteran service organizations, community partners, and local stakeholders throughout the Denver metro area
• Represent the Foundation at outreach events, tabling engagements, and community gatherings
• Identify opportunities to expand volunteer recruitment and sponsor engagement
• Assist in planning and implementing community engagement events aligned with organizational goals
• Support development of partnerships that enhance visibility and revenue sustainability

Event & Program Support

• Assist in planning and executing special events, including coordination of logistics and materials
• Support promotional efforts for events, including social media coordination and distribution of print materials (if skillset exists)
• Track participation and engagement metrics
• Anticipate operational risks at events and follow established procedures to ensure safety and professionalism

Administrative & Reporting Support

• Maintain accurate CRM and volunteer database records
• Enter and code donations
• Track outreach activities and service metrics
• Prepare bank deposits
• Assist with purchasing and inventory tracking
• Support reporting needs for leadership

Qualifications

• U.S. Military Veteran (required)
• Reside in the Denver metropolitan area
• Valid driver's license and ability to operate the Honor Bell van
• Ability to pass a background check

Preferred:

• Experience in nonprofit operations, military, event coordination, or community outreach
• Experience working with veterans or military-connected populations
• Strong interpersonal skills and demonstrated ability to build trust across diverse audiences
• Experience collaborating with public systems, funeral homes, or community-based organizations

Knowledge, Skills & Technical Proficiency

• Strong organizational and time-management skills
• Excellent written and verbal communication
• Professional public speaking ability
• Proficiency in Microsoft Office (Word, Excel, Outlook)
• Comfort with database/CRM systems and email communication
• Ability to manage multiple priorities in a hybrid work environment
• High emotional intelligence and professionalism in sensitive settings

Work Environment & Conditions

This hybrid position combines remote administrative work with in-person operational and outreach responsibilities.

The role requires:

• Semi-regular presence at Fort Logan National Cemetery
• Outreach activities throughout the Denver metro area
• Occasional travel within Colorado
• Outdoor work in varied weather conditions
• Interaction with grieving families and ceremonial environments

While many duties occur during standard weekday business hours, some evenings, weekends, and holidays are required in support of ceremonies and community events.

Physical Requirements

• Ability to stand for extended periods during ceremonies
• Ability to lift up to 40 pounds
• Ability to enter and exit large passenger vans
• Ability to navigate cemetery terrain

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Compensation & Benefits

$19.29–$21 per hour
Full-Time (40 hours per week)

Benefits include:

- 96 hours Paid Time Off annually (accrued)
- Paid sick leave accrued at 1 hour per 30 hours worked (up to 48 hours per year)
- Paid holidays and floating holidays
- Mileage reimbursement
- Flexible scheduling
- Hybrid work structure

Equal Employment Opportunity

The Honor Bell Foundation is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status under applicable law.

How to Apply

Submit your resume and cover letter through Indeed or email:

karen.kantor@honorbell.org

Applications will be reviewed on a rolling basis. Priority consideration will be given to applications received by February 27, 2026.